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HEADQUARTERS, DEPARTMENT OF THE ARMY

Civil Affairs Arts, Monuments, and Archives Guide

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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 in the midst of warfare or disaster. However, the *Geneva Convention IV*, Articles 33 and 53, and other binding agreements and laws expressly forbid intentional or gratuitous damage to undefended cultural heritage by invading or occupying forces. The *Hague Convention on Protection of Cultural Properties* was written in 1954 with subsequent *Protocols*. Although the United States did not ratify the *Hague Convention* until September 2008, the Department of Defense (DOD) still observed its provisions, incorporating its guidance under the *Law of Land Warfare*.

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

This aid assists Civil Affairs (CA) Soldiers and civil-military operations (CMO) staff (G-5) conducting CA activities supporting military commanders of interagency and

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multinational forces throughout the scope of operations. Any Soldier concerned with or placed in a situation where he is responsible for the protection, preservation, restoration, rehabilitation, or restitution of damaged or endangered cultural property may also use this aid. Soldiers should use this aid along 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 28310-9610.

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

WHAT IS CULTURAL PROPERTY?

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

- Historic and ancient buildings or their ruins.
- Works of art.
- Archaeological sites and artifacts.
- Shipwrecks.
- Museum and library collections.
- 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?

Federal and international law mandate the protection of cultural property. Violators will be prosecuted.

TYPES OF CULTURAL PROPERTY

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

Landscape

The landscape includes the following:

- Terrestrial includes the following:
 - Natural formations, such as the Grand Canyon.
 - United Nations Educational, Scientific, and Cultural Organization's (UNESCO'S) 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.
 - Natural formations, such as Carlsbad Caverns.
- Marine includes the following:
 - 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.
 - 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 *hakas*, 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).

WHAT IS A MASS GRAVE?

A mass grave is a single unit containing the deliberately interred remains of multiple individuals, usually casualties of a catastrophic event, such as war, genocide, or disease. Mass graves are not typically considered cultural properties. They are included in this GTA because Soldiers must treat mass grave areas in much the same manner as archaeological sites; consequently, protection is similar to that for cultural properties. Dealing with a mass grave is a highly emotional situation. A mass grave may also be a crime scene, so the preservation of the area and material found within it as evidence is important. Mass graves are different from cemeteries because these burials are not generally well-known or marked. Different laws exist when personnel discover single graves. This GTA does not cover single graves.

This aid provides specific information about mass graves after the cultural resources sections toward the end of this guide.

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. In addition, there are competing priorities for limited resources in securing the cultural properties. There is

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the temptation for wanton looting and destruction for either money or power.

Leaders must make all personnel aware of the requirement to protect cultural property. It is 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 conducts this briefing before the unit deploys.

CA Soldiers may be unable 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, Soldiers should gain as much information as possible about what kinds of cultural resources they might encounter. Soldiers should use this information to prepare for suitable action with the appropriate materials or equipment. Soldiers should consult maps predating the 1960s because they will often show data considered unimportant by modern standards. This information may include secondary or market roads that locals or nomadic units utilize; manmade or geographic landmarks with colloquial titles that local inhabitants still use but that do not appear anywhere; and geographical features, such as old river beds, washes, or hoodos, which may indicate burial grounds or even mass grave sites. It is also important to get a list of national, state, provincial, and regional points of contact (POCs) that may be able to provide valuable information before a deployment.
- **Identification.** Soldiers must identify cultural heritage resources and the people responsible for them. Soldiers should gather and exchange information in order to identify monuments, museums, libraries, archives, religious buildings, and any other institutions

or collections at risk. Because, during peacetime, some person or organization is responsible for the place in question, Soldiers should find out who or what that authority is. They should engage the authority as soon as conditions permit. (The authority will be the best source of information on the site's previous status, the actions that affected the site, and the steps that Soldiers should take first. The authority will also know about any relevant records or registers that might exist.) Individuals should keep the appropriate authorities up to date on the plans. Soldiers must plot cultural properties on situational maps and appropriate map overlays. They should update these as encounter new sites.

- **Technical advisors.** Soldiers should find out who the best technical advisors, both in-country and as reachback resources, are and contact them as soon as possible. After quickly assessing the situation, Soldiers should start communicating with experts. (Sometimes doing nothing until expert guidance is given is better than doing something immediately that is wrong.)
- **Documentation.** Soldiers must maintain thorough and accurate documentation. Documentation is very important when canvassing an affected area or a new location. The first priority is assessing the safety of the area and buildings. It is also important to ensure the safety and preservation of individual objects. In addition to immediate and continual photographic documentation, Soldiers should attempt to complete a full inventory of buildings and collections (library, archive, and museum), especially if activity disturbed the property in any way. To create accurate documentation, Soldiers should, at a minimum, delineate exact locations using global positioning system (GPS) quadrants, military recording procedures, conditions, and relevant notes. All

photographic documentation must have a frame of reference including an arrow showing north, an item to indicate size, (ruler, coin, identification [ID] card, or person), the date, and an ID number if one had been assigned to the object.

- ***Destruction.*** If conditions of imminent destruction or collapse exist, Soldiers should 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, Soldiers should—
 - Extinguish active fires and stanch flooding.
 - Prohibit demolition or debris removal, except under supervision and as a public safety measure.
 - 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.

PUBLIC SAFETY

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

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

PROPERTY CONTROL

FM 27-10, *The Law of Land Warfare*, outlines the requirements associated with destruction, seizure, requisition, and confiscation of property. CA Soldiers, CMO planners, and military commanders must consider three areas of property control. These areas are—

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

The property control matrix (Figure 1, pages 10 through 12) 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.

Staff Judge Advocate

The staff judge advocate (SJA) answers questions of treaty and legal review as they relate to the protection in areas under military control. The SJA will also be the responsible office to advise the commander on the legality of the proposed adaptive use of a cultural property or building for military purposes.

Comptroller

Personnel may only use government funds to meet emergency needs for the protection of cultural property at local levels. In general, the rule is only to do the amount of work needed to stabilize a structure or works of art from weather and pilferage. The stabilization may be as little as repairing, replacing, or installing new locks to as much as repairing a roof or windows.

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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.

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 1. Property control matrix

RULES	
1.	Personnel may destroy property under the rules of military necessity. (See FM 27-10, paragraph 56.) They may destroy it for sanitary or safety reasons, even after the conflict. Personnel can destroy any enemy military facilities or equipment to prevent future misuse.
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 used by the enemy to further fighting is subject to confiscation as booty of war—the right for it to be treated as private property is forfeited.
4.	Personnel treat city-owned movable (municipal property) in the same manner as private property. It may not be confiscated unless found on the battlefield after its use by the enemy.
5.	Paragraph 1, Article 53, of the 1907 <i>Hague Conventions</i> allows confiscation of public movable property that is susceptible to direct or indirect military use. Reasoned judgment dictates that the occupying forces should confiscate only those items necessary for military operations.
6.	Article 55 of the <i>Hague Conventions</i> allows the occupant only a usufruct over public immovable property. The right to receive the benefits from and the use of the property means no payment is due for the usufruct, but the user must maintain the property. For example, occupying forces may take over a university dormitory for use as quarters.
7.	Article 46 of the <i>Hague Conventions</i> prohibits confiscation of private property not taken on the field of battle.
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.

Figure 1. Property control matrix (continued)

RULES (CONTINUED)

9. This is a very limited class of property and sometimes is 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 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.)
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. Occupying forces cannot confiscate real estate or other private immovable property, since confiscation implies that full title to the property passes to the confiscating power without any compensation being required. Occupying forces can, however, requisition or control it.

Figure 1. Property control matrix (continued)

Comptroller

Personnel may only use government funds to meet emergency needs for the protection of cultural property at local levels. In general, the rule is only to do the amount of work needed to stabilize a structure or works of art from weather and pilferage. The 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 additional value. The additional value is derived from archived information that Soldiers can use for intelligence purposes or that they can exploit.

Headquarters Element

As an operation progresses, the headquarters (HQ) element is important. The HQ element ensures aerial and artillery bombardments do not target 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 with other government and nongovernmental organization (NGO) support with overall effects concepts and objectives. The Resources section of this GTA contains additional information about these organizations.
 - Monitoring civil engineering and civil support operations performed by DOD, 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.
 - 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.
 - 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 a force does not use buildings and monuments devoted to religion, art, charitable purposes, or historical sites for military purposes, they may not be targets. Combatants have a duty to identify such places with distinctive and visible signs. When forces use these buildings or monuments for military purposes, they may qualify as military targets. Lawful military targets located near protected buildings are not immune from attack. However, personnel must take precautions to limit collateral damage to the protected buildings. Many allies and potential adversaries of the United States are party to the *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 personnel.
- Determining linkage between identified property and the national organizations for the administration of cultural properties in the country, details of pertinent local legislation, POCs, and biographical data.
- Reevaluating and analyzing local attitudes toward identified properties while focusing on preventing conflicts with the local population.

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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, and coalition forces in the region for data.

The cultural site survey is a suggested template (Figure 2, pages 17 through 19). 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 hand-held 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, modifications, and the original key.

Cultural Site Assessment Geographical Information System (GIS) Yes No
 Name: CPT John Smith Date of Survey: 1/16/03
 If church, religious denomination: _____
 Type of Property: Mosque
 Address: Kandahar Air Field
 Town/village grids: QQ710888 Grid Zone 41R
 Enforcement jurisdiction (local, tribal, military, or county): Daman District
 Library/archives: _____ GPS: _____ Acres: _____
 Museum: _____
 Historical building/district GPS: _____
 Monument: _____
 Natural feature: GPS: _____
 Archeological site: _____ GPS: _____ Acres: _____
 Civil building/complex: _____
 Sacred building/complex: Eashkan Mosque
 Cemetery/burial ground: _____ 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 2. Sample cultural site assessment

Information About the Damages (Continued)

Date of Damage: 12/01 Type of Damage: Fragmentation and small arms

Parties responsible for damage if not natural disaster: _____

Internal damage: Yes

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 2. Sample cultural site assessment (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: Day 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 2. Sample cultural site assessment (continued)

CHECKLISTS

Within the first 24 hours in an AO, CA forces, CMO planners, and military commanders ensure personnel perform certain cultural property ID tasks. 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 area assessment with a complete inventory including an initial assessment of quantity and condition.
- Take necessary security measures.
- Locate superintendents, directors, and other specialized 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 property accountability and security measures.

The following is a checklist of tasks personnel must complete 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 off-limits areas are secure.

- Store and seal all movable contents and place them in an area inaccessible to daily troop traffic.
- Begin screening civilian directors, custodians, and specialists.
- Prepare monthly status reports.
- Submit requisitions, supply requests, and storage requirements.
- Submit estimates for troop augmentation for first response work.
- Prepare directives required to protect cultural properties from new units coming into the area.
- Find and begin reconciliation of any acquisitions, catalogs, or inventory reports documenting the collection.
- Determine transportation requirements if property requires consolidation into a central repository that is either located in the area or one identified off-site.

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—

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

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

Field Manual 27-10

FM 27-10 outlines the written and unwritten rules regulating the conduct of war on land and sea. Accordingly, there are three

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

The Hague Convention of 1907

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

The Treaty of Versailles

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

The Roerich Pact

In 1936, the United States and most Latin American countries signed the *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 wartime and subsequent occupation. In addition, it established the right to prosecute and impose penal or disciplinary sanctions on those who did.

The *Hague Convention* instituted the use of a distinctive emblem, known as the blue shield, for use on immovable cultural property. 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 3, page 24). Chapter V, Article 17, of the *Convention* states under what conditions the emblem is used. The United States became a signatory of the *Hague Convention* in 2008.

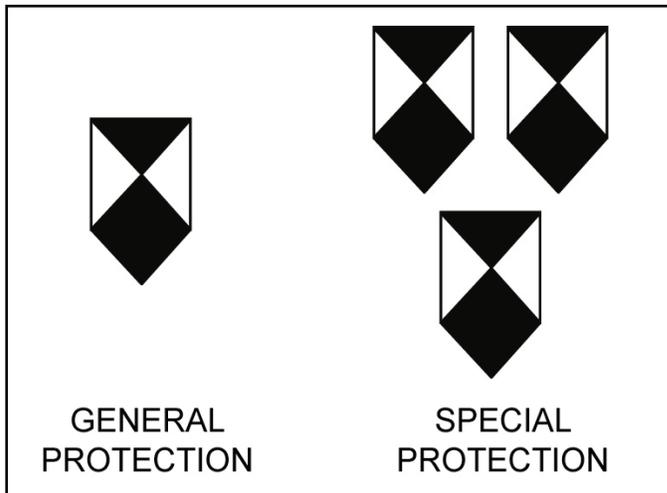


Figure 3. Emblems used on immovable cultural property

The *Hague Convention* provided specifications for an identity card (Figure 4, page 25) held by the caregiver. The identity card bears the distinctive emblem, the stamp of the national authority, and the caregiver's photograph, signature, fingerprints, or other relevant data.

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.

<div style="text-align: center;"> IDENTITY CARD </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; padding: 5px; width: fit-content; margin-bottom: 10px;">Photo of Bearer</div> <p style="text-align: right; font-size: small;">Signature of bearer or fingerprints (or both)</p> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 10px auto; text-align: 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; font-size: small;">Height</td> <td style="width: 33%; text-align: center; font-size: small;">Eyes</td> <td style="width: 33%; text-align: center; font-size: small;">Hair</td> </tr> <tr> <td style="height: 15px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 15px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 15px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 15px;"> </td> <td> </td> <td> </td> </tr> </table>	Height	Eyes	Hair												
Height	Eyes	Hair														
FRONT	REVERSE															

Figure 4. Identity card

Soldiers should mark properties included in the *World Heritage List* with the World Heritage Emblem and UNESCO logo. Soldiers should place them so that they visually impair the property. The UNESCO Web site displays emblem and logo and provides guidance for their use.

Other Instruments

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

- The 1977 *Protocols I and II*. *Protocol I*, dealing with international armed conflicts, and *Protocol II*, dealing with noninternational armed conflicts, were added in 1977 to the *Geneva Conventions* of 1949 for the protection of war victims.
- The 1998 *Rome Statute* of the International Criminal Court. This instrument gives the future International

Criminal Court jurisdiction over persons presumed to have intentionally directed attacks, in international or noninternational armed conflict, against civilian objects or buildings dedicated to religion, education, art, science, charitable purposes, and historic monuments, provided that they are not military objectives.

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

DOMESTIC SITUATIONS

When natural disasters occur, cultural properties are often affected. The federal coordinating officer (FCO) or DCO coordinate the appropriate actions by military disaster-relief forces in the United States. 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 military or civilians involved in the disaster-relief efforts or on the community as a whole.

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, which 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 or permit.
 - Sale, purchase, exchange, and transport of archaeological resources removed or excavated from public or Indian lands.
 - Interstate or foreign commerce of archaeological resources excavated, removed, sold, purchased, exchanged, transported, or received.
- *Abandoned Shipwreck Act Guidelines* (55 FR 50116).
- *Abandoned Shipwreck Act* of 1987, 43 USC 2101-2106.
- *American Antiquities Act of 1906*, as amended, 16 USC 431-433.
- *American Battlefield Protection Act of 1996*, 16 USC 469k.
- *Archeological and Historic Preservation Act of 1974*, as amended, 16 USC 469-469c-2.
- *Curation of Federally Owned and Administered Archeological Collections*, Section 79, Title 36, Code of Federal Regulations (CFR).
- Executive Order No. 11593, *Protection and Enhancement of the Cultural Environment*, 1971.
- Executive Order No. 13287, *Preserve America*, 2003.

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- *Federal Property and Administrative Services Act of 1949*, as amended, 40 USC 484[k][3] and [4].
- *Historic Sites Act of 1935*, as amended, 16 USC 461-467.
- National Historic Landmarks Program, 36 CFR 65.
- *National Historic Preservation Act of 1966*, as amended, 16 USC 470, et seq.
- *National Marine Sanctuaries Act*, as amended, 16 USC 1431 and 1445.
- *Preservation of American Antiquities*, 43 CFR 3.
- *Protection of Archeological Resources*, 43 CFR 7.
- 36 CFR 2.1, which covers preservation of natural, cultural, and archaeological resources.
- 43 CFR 3.1-3.17, which covers preservation of American antiquities.
- 18 USC 641, which covers embezzlement and theft.
- 18 USC 1361, which covers malicious mischief.
- 18 USC 2314-2315, 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.
- *Sunken Military Craft Act (SMCA)*, 10 USC. § 113 note; Pub.L. 108-375, Title XIV, §§ 1401 to 1408, Oct. 28, 2004, 118 Stat. 2094.

Specific Considerations

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

Terrorists and political activists may target operations at national monuments or shrines for maximum visibility. Staff

and security personnel at those sites should have contingency plans to cope with these situations. Before committing troops, the defense coordinating officer (DCO) and military commanders in charge of disaster-relief forces must acquire copies of DHS and local plans.

The Department of Interior operates many types of cultural properties described in this GTA. CA and CMO planners and Soldiers should closely coordinate with the security personnel that staff national and state parks during planning the operation.

Natural history collections located on federal property (especially national parks) or in universities have many collections and supplies that are potential contaminants or present other dangers, such as radioactivity or insect infestation. Not only may they contaminate the watershed but also they may emit hazardous airborne particles or radioactivity. CA Soldiers, CMO planners, and military commanders must consider the following:

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

Military museums on federal installations maintain and inventory their weapons and explosives according to regulatory guidance. This includes rendering all weapons inoperable and

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all explosive devices inert. Civilian facilities are not governed in this manner. 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 or location records on hand. CA and CMO 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 museums. If a zoo is located within the disaster area, planners must arrange for special care and handling of the animals. 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 caretakers feed the animals and protect the public from any health problems the animals pose.
- Ensure caretakers relocate the animals to a safer area or another facility if perimeter fencing or confinement areas are affected.

Responsibilities

The DHS Federal Emergency Management Agency (FEMA)—

- Finds and contracts with a conservator or team of conservators to help assess damage to cultural properties.
- Institutes a community emergency response team (CERT) to staff the emergency operations center (EOC), feed volunteers, answer phones, and so on.
- Divides tribal land in the 48 contiguous states and Alaska into 10 tribal regions. Much of the terrestrial cultural property in these states is located on tribal lands. Tribal police elders and councils have their own

police force that will dictate access to tribal spiritual areas.

- Maintains training in disaster response. The courses, IS-100, Introduction to the Incident Command System; IS-200, Basic Incident Command System for Federal Disaster Workers; and IS-700, National Incident Management System are now mandatory for any federal disaster worker before entering a disaster AO. Depending upon operational guidance, these may not apply to Soldiers. Personnel can find the courses at <http://www/training.fema.gov/EMIWeb/IS>.

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.

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

The DCO—

- Monitors possible cultural property issues during disaster-relief operations.
- Coordinates with appropriate curators and custodians responsible for the cultural properties in question.
- Ensures disaster-relief forces are aware of the correct actions to take while executing missions with cultural property orientation.
- Compiles and maintains a contact list, to include military explosive ordnance disposal detachments, local libraries, conservators, and other vital services.
- Determines how the commander integrates the site into the OPLAN.

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- Meets regularly with team members, local officials, international organizations, NGOs, and the chain of command.
- Locates and reviews existing records of buildings, holdings, sites, archives, and collections, if available.
- Determines the lines of communication with the media. (Shares with volunteers, international organizations, NGOs, and other personnel working on the issue.)

SALVAGE TECHNIQUES

The following circumstances will influence salvage choices:

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

CA Soldiers and CMO planners and other military forces must—

- Assess how many materials personnel can safely transport 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 not careful, personnel can easily damage wet materials during packing and transport.
- Pack materials by type of object, and divide contaminated materials (for example, moldy items) from uncontaminated materials (for example, items not moldy, 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 missing.
- There may not be a central record repository. Each department or section within a museum may maintain its own documents. Consequently, staff members from one department may be unaware of what another department has or is experiencing.
- Water will usually be dirty and occasionally 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 affect priorities:

- Size and weight of object.
- Stability and deterioration of object or remains.
- Ability to protect the collections materials from water, in direct relationship with what was considered before

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the event (height from flood source and high water levels).

- Ability to locate storage and storage containers.
- Temperature, RH, and air circulation.

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

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 transport small objects, hand-carrying them close to the chest like a baby or football.
- Use dry cardboard boxes, other boxes will disintegrate.
- Use gloves.
- Ensure the use of proper equipment and suitable rigging. Objects, such as statuary and ceramic or metal pieces, may be large, heavy, and immovable without proper equipment and suitable rigging.
- Use two or more people to pick up heavy, large, or ungainly objects. Before picking up the object, determine signals for beginning the lift and setting the piece down.

Drying

If the pieces have muddy surfaces—

- Avoid smoothing the surfaces with scratchy mud.
- 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:

- Personnel do not open the boxes or crates more than is necessary.
- Personnel mark the outside of the box on all sides with an accession number and, if possible, an image of the object (photocopied or photographs). This is especially helpful if personnel are frequently moving the objects from place to place and keeping track of them is difficult.
- Personnel clearly mark the POC in a visible location.

OBJECT IDENTIFICATION

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 5, pages 36 and 37).

CHECKLIST
<p>TAKE PHOTOGRAPHS</p> <p>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.</p>
<p>ANSWER THESE QUESTIONS</p>
<p><i>Type of Object</i></p> <p>What kind of object is it (e.g., painting, sculpture, clock, mask)?</p>
<p><i>Materials and Techniques</i></p> <p>What materials is the object made of (e.g., brass, wood, oil on canvas)? How was it made (e.g., carved, cast, etched)?</p>
<p><i>Measurements</i></p> <p>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).</p>
<p><i>Inscriptions and Markings</i></p> <p>Are there any identifying markings, numbers, or inscriptions on the object (e.g., a signature, dedication, title, maker's marks, purity marks, property marks)?</p>
<p><i>Distinguishing Features</i></p> <p>Does the object have any physical characteristics that could help to identify it (e.g., damage, repairs, or manufacturing defects)?</p>
<p><i>Title</i></p> <p>Does the object have a title by which it is known and might be identified (e.g., The Scream)?</p>
<p><i>Subject</i></p> <p>What is pictured or represented (e.g., landscape, battle, woman holding child)?</p>

Figure 5. Object identification checklist

CHECKLIST (CONTINUED)
<p><i>Date or Period</i> When was the object made (e.g., 1893, early 17th century, Late Bronze Age)?</p> <p><i>Maker</i> 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>WRITE A SHORT DESCRIPTION This can also include any additional information that helps to identify the object (e.g., color and shape of the object, where it was made).</p> <p>KEEP IT SECURE Having documented the object, keep this information in a secure place.</p> <p style="text-align: right;">© 1999 J. Paul Getty Trust</p>

Figure 5. Object identification checklist (continued)

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 personnel might otherwise dismiss. In 1999, UNESCO's Intergovernmental Committee for Promoting the Return of Cultural Property passed *Resolution 5*, which endorsed the Object ID as "the international standard for recording minimal data on movable cultural property" and urged the Director General to recommend that all UNESCO member states use it to the fullest extent possible.

After completing the Object ID information on collections, personnel should maintain it for inventory purposes. These sheets become the core of historical asset reporting. In addition, personnel can disseminate them to NGOs and military and governmental organizations.

SCENARIOS

When dealing with cultural property, Soldiers may find themselves faced with several scenarios. These scenarios may include archaeological sites; museums, libraries, or archives; or monuments, sites, or compounds. All scenarios possess commonalities in documentation, preservation, and movement.

Archaeological Site

Archeological sites are places where activities of a past civilization or culture are preserved. Although it is often hard to delimit the parameters of the area without using the discipline of archaeology, Soldiers can follow basic principles to protect the area until they can notify experts. Figure 6, pages 38 and 39, addresses archaeological site scenarios. Figure 7, pages 39 and 40, gives specific dos and don'ts for Soldiers.

ARCHAEOLOGICAL SITE
<p><i>Who has authority?</i> Identify the local and central individuals and institutions responsible for the site.</p> <p><i>What is valued?</i></p> <ul style="list-style-type: none">• Ask the staff or responsible parties for an assessment of how they value the site.• Determine the primary, secondary, and outlying sites within the archaeological footprint.• Document the entire anticipated and actual site using GPS quadrants, conditions, photographs, and relevant notes, including the cultural site assessment.

Figure 6. Archaeological site scenario

ARCHAEOLOGICAL SITE (CONTINUED)***What problems can personnel expect?***

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

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

Figure 6. Archaeological site scenario (continued)**DO**

- Reconnoiter the area to determine if it is a rich archaeological site. Items that indicate an archaeological site, especially in high concentrations, are—
 - Artifacts uncovered by erosion or other activity. These artifacts may be stone, bone, antler, wood, pottery, basketry, or shell.
 - Surface features, such as depressions created by former habitations, earthen fortifications, rock cairns, animal traps, or foundations.

Figure 7. Archaeological site guidance for Soldiers

DO (CONTINUED)
<ul style="list-style-type: none">▪ Rock art or petroglyphs.▪ Eroded holes that people would normally fill.• Determine both the primary and secondary site. There is always a domestic community or market area separate from the primary site. Do not use the area or the surrounding area for landing strips or pickup zones. The rotor wash will generate an unacceptable wind force that can unearth sites and sandblast exposed areas, which prematurely erodes the structure.
DO NOT
<ul style="list-style-type: none">• 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 to determine (within the limits of the site) where unit elements can locate while minimizing or eliminating future damage to the site.• Conduct any excavation or attempt a restoration of the site buildings.• Use the area or the surrounding area for 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 7. Archaeological site guidance for Soldiers (continued)

Museums, Libraries, or Archives

Although museums, libraries, and archives each have their own specific and individual missions, operations, and scope of collections, professionals group them together because each is a repository of movable cultural property. Therefore, Soldiers

can handle the facilities in a similar manner (Figure 8, pages 41 and 42). Figure 9, pages 42 through 44, gives specific dos and don'ts for Soldiers.

MUSEUMS, LIBRARIES, OR ARCHIVES
<p><i>Who has authority?</i></p> <ul style="list-style-type: none">• Identify individuals responsible for the site.• Locate institutions responsible for the site. Land mines and UXO.
<p><i>What is valued?</i></p> <ul style="list-style-type: none">• Ask the staff or responsible parties for an assessment of how they value the site.• Get coordinates of the entire anticipated and actual site.
<p><i>What problems can personnel expect?</i></p> <ul style="list-style-type: none">• Unsafe or damaged structures.• Ongoing looting of site.• Land mines and UXO.• Inappropriate use by refugees or others (for example, temporary habitation).• Museums are prime targets by looters and black marketers because of the potential profitability if they are not caught.
<p><i>What types of damage can personnel expect?</i></p> <ul style="list-style-type: none">• Bomb damage.• Natural disaster damage.• Booby traps.• Appropriation.• Vandalism.

Figure 8. Museums, libraries, or archives scenario

MUSEUMS, LIBRARIES, OR ARCHIVES (CONTINUED)

How can personnel protect buildings?

- 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.
- Inform higher headquarters (HHQ) of the existence of historical buildings and their peril.

Figure 8. Museums, libraries, or archives scenario (continued)

DO

- Provide adequate security around the building.
- Contact structural engineer, fire protection personnel, contractors, and architects who may know of the building and its construction.
- Have an engineer perform a preliminary safety assessment. If possible, the engineer should identify key elements of the building, establish priorities, and provide guidance on stabilization. The engineer should ensure personnel—
 - Support door and window heads where lintels have fire damage.
 - Consolidate holes and chases in wall faces where fire consumed beams and bond timbers.
- Wear protective headgear.
- Remove debris and any fire hazards.
- Turn off water and gas services, including storage tanks.

Figure 9. Museums, libraries, or archives guidance for Soldiers

DO (CONTINUED)

- Provide temporary roof and seal windows, if necessary. Render as weatherproof and airtight as possible.
- Acquire and secure appraisal documents, inventories, catalogs of contents, as well as donor and jacket files
- Remove and secure artifacts, archival boxes, collections, and library contents. Document the items' movement, annotating both old and new locations.
- Estimate relative location of active fronts, military targets, and troop concentrations that may affect stabilization efforts.
- Photograph any evidence about the time and amount of damage to the building.
- Document written and photographic evidence of earlier buildings uncovered by a fire or artillery blast. Protect the discovery and the current structure.
- Determine location of load-bearing walls, if possible, and map the location of the weight of the building and contents.
- Search debris and salvage any fittings or features that remain, removing them from exposure. This is especially important if the building has to be destroyed.

DO NOT

- Wash walls to remove "dirt." Murals may exist under the 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.

Figure 9. Museums, libraries, or archives guidance for Soldiers (continued)

DO NOT (CONTINUED)
<ul style="list-style-type: none">• Build additions or alterations that personnel cannot remove without impairing the underlying structure.• Assume that the only damage is that which personnel can see with the naked eye. Buildings will often have secondary or incidental damage.

Figure 9. Museums, libraries, or archives guidance for Soldiers (continued)

Monument or Compound

The cultural property of this scenario, whether the site is a building, structure, or monument, is generally immovable. Often, it is a landmark of a village, town, province, or country. Figure 10, pages 44 through 46, addresses this scenario. Figure 11, pages 46 through 48, gives specific dos and don'ts for Soldiers.

MONUMENT OR COMPOUND
<p><i>Who has authority?</i></p> <ul style="list-style-type: none">• Identify the owners, landlords, real estate agents, local and central individuals responsible for the site.• Locate any institutions responsible for the site. <p><i>What problems can personnel expect?</i></p> <ul style="list-style-type: none">• 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.

Figure 10. Monument (secular or religious) or compound scenario

MONUMENT OR COMPOUND (CONTINUED)

- Traditional engineering solutions may conflict with or damage cultural value.
- Access may be delayed or restricted, even during renovation, if damage is discovered that will affect human life. Human life is more important than the structural integrity of the building.
- Stabilization of buildings cannot be done on only one dimension. Assess stabilization by considering environmental hazards and multiple hazards to protect structures from water, fire, wind, (uncontrolled) freezing, hazardous materials, and civil unrest.
- Monuments are prime targets for psychological warfare by opposing forces, which provides them much media attention garnered.

What types of damage can personnel expect?

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

How can personnel protect buildings?

- Prevent damage or further damage.
- Estimate relative location of active front.
- Estimate proximity of military targets.
- Estimate troop concentrations.
- Estimate prevalence of long-range and aerial bombardment.
- Determine if any stabilization drawings or materials exist. Are they available?

Figure 10. Monument (secular or religious) or compound scenario (continued)

MONUMENT OR COMPOUND (CONTINUED)

- Determine composition of remaining components. For example, marble and stonework in fire are reduced to a friable state. If personnel spray water on stonework while it is still very hot, the stonework can disintegrate. If personnel allow the stonework to cool down gradually, there will only be damage on the surface.
- Determine the likelihood of collapse. Analyze key construction factors that should either be kept or destroyed to better maintain the integrity of 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 personnel can reuse, especially as a pattern for the permanent reinstatement of a historic building.

Figure 10. Monument (secular or religious) or compound scenario (continued)

DO

- Contact structural engineers, fire protection personnel, contractors, and architects who may know of the building and its construction history.
- Have an engineer conduct a preliminary assessment to ensure the building or monument is safe. At a minimum, the engineer or qualified authority should provide a safety assessment that identifies key features of the building and advises on priorities and stabilization. The engineer should ensure that personnel—
 - Support door and window heads where lintels (horizontal beams) have fire damage.
 - Consolidate holes and chases in wall faces where fire consumed beams and bond timbers.

Figure 11. Monument (secular or religious) or compound guidance for Soldiers

DO (CONTINUED)

- Wear protective headgear.
- Remove debris and any fire hazards.
- Turn off water and gas services, including storage tanks.
- Seal off soil drains.
- Provide a temporary roof and seal windows, if necessary. Render as weatherproof and airtight as possible.
- Photograph all stages of clearing, protection, and repair.
- Photograph any evidence about the time and amount of damage.
- Document written and photographic evidence of earlier buildings uncovered by a fire or an artillery blast. Protect the discovery and the current structure.
- Provide adequate security around the building.
- Estimate relative location of active fronts, military targets, and troop concentrations that may affect stabilization efforts.
- Determine location of load-bearing walls and map the location of the weight of the building and contents.
- Search debris, salvage any fittings or features of value that remain, and remove them from exposure or neglect. This action is especially important if the building has to be destroyed.

DO NOT

- Wash walls to remove "dirt" because murals may exist under residue.
- Erect supports or temporary buttresses without professional technical advice. Misplaced supports can destabilize other portions of the building.
- Destroy or deface distinctive original features.
- Sandblast facades.

Figure 11. Monument (secular or religious) or compound guidance for Soldiers (continued)

DO NOT (CONTINUED)

- Build additions or alterations that personnel cannot remove without impairing the underlying structure.
- Assume that the only damage is that which personnel can see with the naked eye. Buildings will often have secondary or incidental damage.

Figure 11. Monument (secular or religious) or compound guidance for Soldiers (continued)

Mass Graves

Personnel must handle the discovery of unidentified human remains under any circumstance with care. Most countries, as well as local authorities in the United States, have instituted procedures concerning the discovery and exhumation of human remains in order to determine if a grave is a result of a crime, is of archaeological value, or is the result of urban growth. The discovery of a mass grave site is different from a single grave only in that there is a stronger suspicion of foul play and it is more difficult to securely protect and study the scene and exhume the remains. In cases of genocide, the mass grave site is a crime scene. Personnel must maintain the environment so that investigators can gather evidence, gain intelligence, and build a legal case against the perpetrators.

Soldiers should be aware that local inhabitants might be unaware of mass grave sites because they are usually formed in secret. Even if there is a rumor of its existence, it is rare that local inhabitants will know the exact locations of mass grave sites. There will be no specific individual responsible for monitoring or protecting these sites.

Like archaeological sites, mass burials are likely to be hidden below the existing ground surface. However, if the Soldier is aware of indicators, clues of burials may exist, even if erosion

has not exposed the site. Items that may indicate a mass burial, especially in high concentrations, are—

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

Often mass grave sites provide an abundance of intelligence, presenting a reflection of the situation that necessitated a mass burial of individuals. Grave sites often provide information on displaced populations or missing persons. Because of advances in forensic science, each body tells a story. Information and intelligence gathered from mass graves may not only prove the use of political genocide but may also help prosecute the perpetrators in an international court of law. In addition, personnel can identify casualties and locate and inform their family members. Another consideration is that mass graves are frequent targets of looters.

Figure 12, pages 49 and 50, explains the steps Soldiers should take in a mass grave scenario. Figure 13, pages 50 through 52, gives specific dos and don'ts for Soldiers. Upon discovery of a mass grave, personnel must inspect further to delineate its boundaries and to gather the information they will need when contacting HHQ and excavation personnel.

MASS GRAVES
<i>Who has authority?</i> <ul style="list-style-type: none">• Identify the local authority.• Consult SOFA.• Inform supervisors.

Figure 12. Mass grave scenario

MASS GRAVES (CONTINUED)
<p><i>What is valued?</i></p> <ul style="list-style-type: none">• Ask the staff or responsible parties for an assessment of how they value the site.• Get coordinates of the entire anticipated and actual site.
<p><i>What types of problems can personnel expect?</i></p> <ul style="list-style-type: none">• Looting of the burials.• Natural disaster damage.• Land mines and UXO.• Bodies not fully decomposed present a biological hazard.• Loss of information will result in incomplete information for prosecuting individuals responsible for the mass grave.• Multiple graves in close proximity.
<p><i>What types of damage can personnel expect?</i></p> <ul style="list-style-type: none">• Vehicular damage.• Looter damage from digging.

Figure 12. Mass grave scenario (continued)

DO
<ul style="list-style-type: none">• Get coordinates of the entire anticipated and actual site.• Mark the spot temporarily where there is the highest concentration of material. Take a GPS coordinate and walk out from the center in at least four directions until the concentration of cultural material lessens dramatically or ceases to exist. Temporarily mark these spots as well, and take at least five GPS coordinates, if possible.• Determine and draw the area's basic shape and size. After determining the sides of the burial area, measure the site with a measuring tape or by measuring strides. A single of an adult male of average height is approximately

Figure 13. Mass grave guidance for Soldiers

DO (CONTINUED)

3 feet long. This is a good estimate for the size of the grave. In addition, record GPS coordinates, especially if it is obvious that the site is not perfectly formed or is composed of multiple burials.

- Document the site and its relationship to the area.
- Draw a strip map, recording location information and the distance to nearest town or identifiable monument or landscape feature. Annotate a minimum of five GPS coordinates and any identifiable landmarks, including geographical features. Include overall photographs and material on the surface. Include a scale and north arrow in all drawings and photographs. If a ruler or compass is unavailable, then placing a soldier (annotating his height) pointing towards the north would fulfill the minimum requirement for both a scale and a north arrow. For smaller objects, use anything of standard size (for example, a U.S. dollar bill or military ID card), placing it by the object being photographed.
- Report the grave and location to the element commander as soon as possible. Any discovery of remains, especially those of a mass grave site, may require the notification of local or provincial authorities and the medical examiner.
- Provide all documentation to the command, as well as to local authorities and professionals, investigating the burial. Public safety concerns will be raised with mass graves. Depending on the age of the grave and level of decomposition of the remains, biological health hazards can be an issue for people working in or near the burials.
- Consult current SOFAs concerning mass graves. Usually updated or rewritten every 5 years, they are different for each host nation. SOFAs are critical in determining U.S. authority over mass graves in the host nation.

**Figure 13. Mass grave guidance
for Soldiers (continued)**

DO (CONTINUED)
<ul style="list-style-type: none">• In a domestic situation (CONUS), immediately notify local authorities and the medical examiner or coroner. The coroner will determine if the remains are a recent burial or one of archaeological significance. The area may be labeled a crime scene or an archaeological site.• Maintain perimeter security. Post notices if mines or UXO are present and inform the appropriate military authority.• Call professionals for assistance. The USACE, St. Louis District, Mandatory Center of Expertise for the Curation and Management of Archaeological Collections is a good resource that can provide technical forms to download as well as additional support. Contact Dr. Michael Trimble, michael.k.trimble@usace.army.mil, 314-331-8466, or Amy Williams, amy.m.williams@usace.army.mil, 314-263-4190.
DO NOT
<ul style="list-style-type: none">• Collect any items from the site. The only exception to this is demining and removing UXO.• Excavate to “check it out” before making a report.• Occupy the site. There may be additional graves in the area and the additional activity could disturb the burials.• Use the area or the surrounding area as landing strips or pickup zones. The rotor wash will generate an unacceptable wind force that can unearth sites and sandblast exposed areas, prematurely eroding the site.

Figure 13. Mass grave guidance for Soldiers (continued)

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 14 through 16, pages 53 and 54, provide lists of personal, emergency, removal, and cleanup equipment.

SUPPLIES AND EQUIPMENT	
• Low-suds detergents.	• Bleaches.
• Sanitizers.	• Fungicides.
• Disinfectants.	• Ammonia.
• Scouring powders and household cleaners.	• Rubber gloves.
• Brooms.	• Dust pans.
• Scrub brushes.	• Scoops and shovels.
• Mops, mop buckets, and wringers.	• Sponges and dry rags or cloths.
• Water hoses and nozzles.	• Buckets and tubs.
• Disposable 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.	• Pipe cutters and, possibly, pipe threaders
• Tin snips.	• Bolt cutters.
• Rope, chain, and cable.	• Dollies or handcarts.
• Pit cover hood.	• Valve wrenches.
• Pry bar or crowbar.	• Block and tackle.
• Folding rule or retractable tape measures.	• Axes, including a firefighter's axe.
• Staple gun and staples.	• Hydrant and post indicator.

Figure 14. Debris-removal and cleanup supplies and equipment

EMERGENCY SUPPLIES	
<ul style="list-style-type: none">• Crates.• Digital camera.• Emergency battery lights.• Fire extinguishers (ABC-type recommended).• Walkie-talkies with extra batteries.• Geiger counter and dosimeters.• Gas masks with extra canisters and dust masks.• Resuscitation equipment.• Extension cords with ground fault circuit interrupters.• Rubber boots or waders.• Rubber laboratory aprons.• Emergency gasoline-powered electrical generator.	<ul style="list-style-type: none">• Portable lights.• Hard hats.• Eye protection.• Battery-operated AM/FM radios with extra batteries.• Portable public address system.• Air breathers with extra oxygen tanks.• Flashlights or lanterns with extra batteries.• Yellow danger tape.• Necessary protective clothing.• Protective masks.• Water pump.

Figure 15. Emergency equipment

PERSONAL SUPPLIES	
<ul style="list-style-type: none">• First-aid kits and medical supplies.• Potable water.• Changes of clothing.• ID badge and lanyard.• Clipboard, pens, pencils, and water-resistant paper.• Rubber gloves.	<ul style="list-style-type: none">• Food and food preparation equipment.• Sanitation facilities.• Sleeping bags and blankets.• Collapsible chairs.• Digital camera, extra memory cards, batteries, and chargers.

Figure 16. Personal equipment

INTERNATIONAL PROTECTIVE SYMBOLS

Personnel use international protective symbols to indicate medical facilities, protected buildings, and civil defense and biohazardous installations. Figure 17, pages 55 through 57, shows protective symbols, their meanings, and references discussing the symbols.

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.	<ul style="list-style-type: none"> • FM 27-10, Paragraph 238, page 95. • DA Pam 27-1, <i>Treaties Governing Land Warfare</i>, Chapter 4, Article 38, page 37.
	A red crescent moon with the horns facing right. The horns may or may not touch.	The symbol can be used on buildings, armbands, vehicles, and ID cards. Most of the world's armed forces use the red cross. Muslim nations use a red crescent.	<ul style="list-style-type: none"> • DA Pamphlet 27-161-2, <i>International Law, Volume II</i>, Chapter 4, Section I, paragraph E, page 111.
	A red star of David (Magen David), formed by interlocking two red triangles.	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"> • Training Circular (TC) 27-10-1; <i>Selective Problems in the Law of War</i>, Section II, Problem I, page 7.

Figure 17. International protective symbols

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Symbol	Description	Meaning	References
	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, Article 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.	
	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.	TC 27-10-1, Section II, Problem 35, page 54.

Figure 17. International protective symbols (continued)

Symbol	Description	Meaning	References
	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.	<i>GP I/Protocol I</i> , additional to The <i>Geneva Conventions</i> of 1945 (not ratified by the United States).

Figure 17. International protective symbols (continued)

SOURCES OF INFORMATION

CA and CMO planners must have access to a variety of information concerning cultural property. Figure 18, pages 57 through 62, provides a list of Web sites where CA and CMO planners might find helpful information.

Publication/Organization and Web Site	Note
American Association of Museums http://www.aam-us.org	
American Institute for Conservation http://aic.stanford.edu	
American Society of Appraisers (ASA) http://www.appraisers.org	NGO that accredits personal property appraisers and provides guidance on their use.

Figure 18. Additional research tools

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Publication/Organization and Web Site	Note
Art Loss http://www.artloss.com	NGO that includes cultural property professionals from museums, archives, libraries, monuments and sites, audiovisual archives, and object conservation.
Canadian Association for Conservation http://www.cac-accr.ca	For information: coordinator@cac-accr.com .
Center for Arts and Culture http://www.culturalpolicy.org	Inactive NGO that continues to host a Web site with information relevant to preservation of cultural property.
Conservation Online (CoOL) http://palimpsest.stanford.edu/bytopic/disasters http://palimpsest.stanford.edu/bytopic/mold http://palimpsest.stanford.edu/misc/people/	Disaster links, mold issues, and POCs (by name or country).
Cultural Resources Management Program of the United States Army Environmental Command http://aec.army.mil/usaec	Assists installations in meeting their compliance needs with respect to these resources by developing programmatic compliance solutions, technical documents, and technical support. The program supports the mission by improving sustainability within

Figure 18. Additional research tools (continued)

Publication/Organization and Web Site	Note
	the Army and developing cost-effective tools to improve compliance practices.
Disaster Recovery Journal http://www.drj.com	A source of disaster preparedness research, articles, seminars, and hyperlinks to recovery service providers. A chat forum allows disaster-recovery professionals to communicate with each other.
Federal Bureau of Investigation http://www.fbi.gov	
Federal Emergency Management Agency http://www.fema.gov	Provides fact sheets on types of disasters with details on hazard mitigation and response.
Federal Highway Administration, Department of Transportation http://www.environment.fhwa.dot.gov/strmlng/index.asp http://www.environment.fhwa.dot.gov/histpres/index.asp	The Department of Transportation Federal Highway Stewardship, Historic Preservation, and Archaeology Programs provide guidance and technical assistance to federal, state, and local government staff regarding federal laws

Figure 18. Additional research tools (continued)

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Publication/Organization and Web Site	Note
	and regulations, executive orders, policy, procedures, and training on topics related to historic preservation and cultural resources.
<i>First Aid for Art: Essential Salvage Techniques.</i> Hutchins, Jane K., and Roberts, Barbara, eds. Distributed by Antique Collectors' Club, Ltd., Easthampton, MA http://www.antiquecc.com	
Heritage Emergency National Task Force http://www.heritagepreservation.org/PROGRAMS/tftips.htm	Tips for salvage.
Heritage Preservation http://www.heritagepreservation.org	
International Committee of the Blue Shield (ICBS) http://icom.museum/emergency.html	International NGO that encompasses museums, archives, libraries, monuments, and sites.
International Council on Archives (ICA) http://www.ica.org/	Decentralized organization that provides archivists with a regional forum and works closely with IGOs (for example, UNESCO and International Centre for the Study of the Preservation and Restoration of Cultural Property [ICCROM]).

Figure 18. Additional research tools (continued)

Publication/Organization and Web Site	Note
International Council on Monuments and Sites (ICOMOS) http://www.icomos.org	
International Council of Museums http://icom.museum	
International Criminal Police Organization (Interpol) http://www.interpol.int	
International Cultural Property Protection http://exchanges.state.gov/culprop/	State Department site with links to international laws, U.S. and international law enforcement agencies, and NGOs.
International Foundation for Art Research (IFAR) Journal http://www.ifar.org/joun_main.htm	Journal of IFAR.
National Fire Protection Association http://www.nfpa.org/index.asp	Helps to reduce the burden of fire on quality of life by advocating scientific consensus codes and standards.
National Task Force on Emergency Response http://www.heritagepreservation.org/PDFS/Dustpressrelease.pdf	Soot and dust removal.
Northeast Document Conservation Center http://www.nedcc.org/resources/suppliers.php	Supplies and services.
Object ID http://www.object-id.com	Standard for describing art, antiques, and antiquities.
Southeast Library Network (SolINET) http://www.solinet.net/preservation/search_vendor.cfm	Database of vendors.

Figure 18. Additional research tools (continued)

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Publication/Organization and Web Site	Note
Texas Tech University Museum http://www.depts.ttu.edu/museumttu/links.html#cfas	Multiple resource site for cultural issues.
United Nations Educational, Scientific, and Cultural Organization http://www.unesco.org	
United States Institute of Peace http://www.usip.org/pubs/specialreports/srs/srs5.html	Special Report: "The Urge to Remember: The Role of Memorials in Social Reconstruction and Transitional Justice"
United States Committee of the Blue Shield (USCBS) http://www.uscbs.org	NGO that includes cultural property professionals from museums, archives, libraries, monuments and sites, audiovisual archives, and object conservation.
USACE, Mandatory Center of Expertise for the Curation and Management of Archaeological Collections http://www.mvs.usace.army.mil/engr/curation/Home.htm (Dr. Michael Trimble at michael.k.trimble@usace.army.mil or 314-331-8466, or Amy Williams at amy.m.williams@usace.army.mil or 314-263-4190.)	Assists installations with Mass Graves and archaeological collection compliance through technical documents and technical support.

Figure 18. 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 and 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.

Note: Often this is the first step in registration and includes a control number, which is a tripart number that includes the year, the number of the collection that came in that year, and the number of items in the collection. For example, 97.11.04 indicates the year was 1997, the item was the 11th addition, and it was the 4th item in the addition. (Society of American Archivists)

administrative records

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

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

The national membership organization of conservation professionals dedicated to preserving the art and historic artifacts of our cultural heritage for future generations. The AIC

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mailing address is 1717 K Street NW, Suite 200, Washington, DC 20006. (AIC Web site)

antique

An object made at least 100 years before the current date. (U.S. Customs Service *Heading 9706*)

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

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

archive

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

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

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

assessment

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

booty of war

Booty of war falls into the following two categories:

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

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.

Canadian Association for Conservation (CAC)

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

collection

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

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

confiscation

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

conservation

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

conservator

A professional 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, anatomy, and objects of paleontological interest.
- Property relating to history, including the history of science and technology, military and social history, to the life of national leaders, thinkers, scientists, and artists, and to events of national importance.
- Products of archaeological excavations (including regular and clandestine) or of archaeological discoveries.
- Elements of artistic or historical monuments or archaeological sites that have been dismembered.
- Antiquities more than 100 years old, such as inscriptions, coins, and engraved seals.
- Objects of ethnological interest.
- Property of artistic interest, such as:
 - Pictures, paintings, and drawings produced entirely by hand on any support and in any material (excluding industrial designs and manufactured articles decorated by hand).
 - Original works of statuary art and sculpture in any material.

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- 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 that, as a whole, are of historical or artistic importance; works of art; manuscripts, books, or other items of artistic interest; as well as scientific collections and important collections of books or archives or of reproductions of the property described above.
- Living collections, such as those found in zoos, sanctuaries, arboretums, and botanical gardens.
- Buildings whose main purpose is to preserve or exhibit movable property, such as museums, libraries, archives, and refuges designed for shelter.
- Centers containing a large amount of cultural property to be known as “centers containing monuments.”

- Nonrenewable remains of human activity, occupation, artifacts, ruins, works of art, architecture, and areas of religious significance that were of importance in human events. These resources consist of physical remains, areas where significant human events occurred (even though physical evidence of such events no longer exists), and the physical setting immediately surrounding the actual resource. Historic and cultural properties include both prehistoric and historic remains. They are also battlefields, family and public cemeteries, and historic shipwrecks. (*Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict*, 14 May 1954, Article 1)

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

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*). Cultural resources include any prehistoric or historic district, site, building, structure, or object listed in or eligible for listing in the *National Register of Historic Places* (maintained by the Secretary of the Interior). They also include all records, artifacts, and physical remains associated with the historic properties. They may consist of the traces of all of the past activities and accomplishments of people. Cultural resources that are also protected under other authorities (such as the *American Indian Religious Freedom Act*) include the following:

- Tangible traces, such as districts, sites, buildings, structures, and objects.
- Less tangible traces, such as dance forms, aspects of folk life, and cultural or religious practices.

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- 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)

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

historic area

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

historic garden

An architectural and horticultural composition of interest to the public from a historical or artistic point of view. As such, it is considered a monument. (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

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

Interpol

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

inventory

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, archaeology, 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)

mass grave

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

mitigation

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

- Moving the undertaking to avoid effects.
- Reducing the extent of the effects by redesigning the undertaking.
- Compensating for the effects by repairing, rehabilitating, or restoring the affected historic properties.
- Preserving and protecting actions during actual implementation of the undertaking.
- Compensating for the effect by documenting the historic property, moving the historic property to a

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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)

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.
- Nonprofit institutions or organizations undertaking conservation, research, education, training, documentation, and other activities relating to museums and museology.
- Cultural centers and other entities that facilitate the preservation, continuation, and management of tangible or intangible heritage resources (living heritage and digital creative activity).

national historic landmark

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

natural heritage

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

personal papers

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

preservation

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

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

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

provenance

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

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

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

USACE, Mandatory Center of Expertise for the Curation and Management of Archaeological Collections (MCX-CMAC). Located in St. Louis, Missouri, MCX-CMAC can offer forms and assistance with mass graves excavation and intelligence gathering. Mass grave evidence by Dr. Trimble was presented during the trial of Saddam Hussein in 2007.

usufruct

Right of use of enemy government property at no cost, in effect as a trustee, and without any degradation or deterioration to the property occupied. Under the *Hague Convention of 1907*, Article 53, an army of occupation can only take possession of cash, funds, and realizable securities that are strictly the property of the state, depots of arms, means of transport, stores and supplies, and generally all movable property belonging to the state that may be used for military operations. Under Article 55, "the occupying state shall be regarded only as administrator and usufructuary of public buildings, real estate, forests, and agricultural estates belonging to the hostile state, and situated in the occupied country. It must safeguard the capital of these properties, and administer them in accordance with the rules of usufruct." Under Article 46, private property cannot be confiscated. (*Hague Convention of 1907*, Article 55)

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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)

