

## Modern Endangered Archives Program Survey Planning Template

*Note: For Planning Grants with multiple collection sites, please complete this form for each site. This may include only a subset of your intended collection.*

**Title of Collection:** Ministry of Defense Collection

**Date of survey:** 10/21/2024

**Surveyor(s):** Sarah Ponichtera

**Creator or Owner of Collection:** Ministry of Defense

**Collection Dates:** 1767-2024

**Signed Grant of Permission (Agreement to Digitize and make content openly accessible):**

**Collection Summary:**

*Give a brief account of the types of materials included and the topics covered. Include the importance and uniqueness of the collection.*

Collection consists of materials seized in the conflict, primarily weapons and military equipment – tanks, jeeps, mines, grenade launchers, parachuting equipment, etc. Documents seized in conflict are also held at this location, including the Marrakesh Agreement, signed by the King of Spain dated May 13, 1767. Correspondence between Morocco and the UN from the 1950s is also present. Records of prisoners of war are included in this repository.

**Restrictions to Collection or Sensitive Material:**

*Note any restrictions in place or sensitive material identified by the donor or during the survey (e.g., Social Security numbers, student records, etc.).*

Most will be sensitive or restricted, except for exhibit material.

**Extent:**

*Note size of collection and explain any unusual circumstances.*

# 20	Linear feet		
#40	Number of records cartons	#	Number of oversized boxes
#	Number of volumes (unboxed)		

#	Number of items (unboxed)
#	Oversized material (in flat files or otherwise unboxed)

Notes: Records cartons here is very loosely interpreted – there are approximately the amount of documents that would be held in a records carton, but due to the lack of supplies the records are kept in individual bags stacked on top of each other on shelves.

**Location(s) of Collection:** Museum of the People's Liberation Army, Rabouni Camp

**Languages in the Collection:** Arabic, Spanish, French

**Existing Intellectual Access or Description:**

*Be sure to note whether or not any of the information is publicly available.*

<input type="checkbox"/> <b>None</b>	<input type="checkbox"/> Print or online guide (finding aid)
<input type="checkbox"/> Accession record	<input type="checkbox"/> Catalog record
<input type="checkbox"/> Donor/Control file	<input type="checkbox"/> Box/folder level inventory
<input type="checkbox"/> Other:	<input type="checkbox"/> At least one of these documents is publicly accessible

Notes: The collection is entirely unprocessed. Due to the sensitivity of the collection, a very high level inventory should be created (basic folder titles and dates) to provide some degree of public facing description, and further access could be determined on a case by case basis by the proper authorities.

**Special Formats:**

<input type="checkbox"/> Architectural drawings	<input type="checkbox"/> General oversized
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<input type="checkbox"/> Art originals	<input type="checkbox"/> Computer storage units
<input type="checkbox"/> Artifacts	<input type="checkbox"/> Film (negative, slide, microfilm, etc.)
<input type="checkbox"/> Audio/Visual material	<input type="checkbox"/> Glass
<input type="checkbox"/> Biological Specimens	<input type="checkbox"/> Photographs
<input type="checkbox"/> Botanical specimens	<input type="checkbox"/> Other:

Notes: There are photographs and artworks on display in the museum exhibit. The photographs on display are seriously deteriorated, and many appear to be originals. These items should be taken off display, photographed, and reproductions made for display while the originals are preserved in archival boxes and folders.

### Conservation and Preservation:

*Note any issues relating to conservation and preservation. Note whether the collection appears stable or if it requires immediate attention.*

<input type="checkbox"/> Mold	<input type="checkbox"/> Tape
<input type="checkbox"/> Recent pest damage	<input type="checkbox"/> Thermofax paper
<input type="checkbox"/> Excessive dirt/dust	<input type="checkbox"/> Damaged binding(s)
<input type="checkbox"/> Brittle paper	<input type="checkbox"/> Newspapers
<input type="checkbox"/> Metal fasteners	<input type="checkbox"/> Water damage
<input type="checkbox"/> Deteriorating film base (nitrate or other)	<input type="checkbox"/> Other: laminated photos

Notes: The photographs need to come off display immediately and the document collection as a whole requires basic preservation measures urgently. Project staff would not interact with any of the armaments on display.

## Digitization Planning

### Proposed Digital Format:

*What might be the best digital format for making this collection accessible online? Check all that apply.*

<input type="checkbox"/> JPG Image Files	<input type="checkbox"/> PDF Paginated Objects
<input type="checkbox"/> Audio Files	<input type="checkbox"/> Video Files
<input type="checkbox"/> Other	

Notes: This collection should not be made available online due to its sensitivity.

### Accessibility

*Consider additional needs for making materials accessible online? Will this collection require any of the following? Note where these processes would add meaning but may not be required.*

<input type="checkbox"/> OCR	<input type="checkbox"/> Color or other correction
<input type="checkbox"/> Translation	

Notes:

### Supply needs:

*Add notes on all supplies needed to digitize this collection. Are there preservation needs first? Will your team need a camera and lights or a slide scanner? Review the [UCLA Library Toolkit](#) for a recommendation.*

40 legal size boxes  
1000 legal size folders

### Additional Notes:

*Highlight things about the collection that make it difficult to use or understand in its current state.*

The building itself holding the collection is in deteriorating condition. The Ministry should consider relocating originals to better archival storage facilities, using reproductions for display instead.

**Sample Images:**

*Include sample images that represent the collection.*