

## Step III: Submit

Make two copies of the interview and other materials prior to submitting a collection. Keep one copy for yourself and give one to the veteran. To avoid damages caused by the Library of Congress' special security screening process, **do not use the U.S. Postal Service**. Place your items in a box, enclose a cover letter (p.6) and use one of the following submission options.

The Library of Congress  
Veterans History Project  
101 Independence Avenue, SE  
Washington, DC 20540-4615

Ship via commercial carrier	Hand-deliver	Boy Scouts and Girl Scouts of America
(e.g., FedEx, UPS, etc.) Do not pay extra for expedited service. Use "Ground" or the least expensive delivery option.	Email <a href="mailto:vohp@loc.gov">vohp@loc.gov</a> or call 202-707-4916 in advance to schedule your visit so a VHP staff member can meet you.	Enclose your final approval signature page, and add <i>Attn.: Scouting Program</i> to the shipping label.

### What Happens Next?

Once your materials are received, they will go through the following process, which may take up to six to eight months.

- 1. Review** — VHP staff will review your materials to ensure they meet minimum requirements. Materials that do not meet VHP's minimum requirements will be returned to the contributor within eight to 10 weeks.
- 2. Acknowledgement** — VHP staff will acknowledge receipt of your materials via postcard within eight to 10 weeks. **Scouts** should allow one week for a staff member to acknowledge receipt, and allow four to six weeks for final approval signature.
- 3. Data Entry** — VHP staff will enter details about the veteran and the materials into an internal collections database, which is used for inventory and research purposes.
- 4. Archiving** — VHP staff will carefully label, preserve and store your materials in a temperature- and moisture-controlled environment to ensure they will not degrade.
- 5. Creation of Online Record** — VHP staff will create an online record for every veteran, accessible through a search of the online database at [www.loc.gov/vets](http://www.loc.gov/vets). In addition to the veteran's name and details about his or her military service, the online record also will include the contributor's name and organizational affiliation. Currently due to funding considerations, **not every collection is digitized. Collections that include digitized content** are identified by a "VIEW DIGITIZED COLLECTION" button.