

## ART 5.5.2.4 Ship Historical Documents and Artifacts

Preventing damage to historical records and artifacts during shipment to and from historical collections by external forces such as mishandling or an unstable environment. (FM 1-20) (Center of Military History)

NO.	Scale	Measure
01	Yes/No	When they were no longer needed locally for research or references, forward materials were produced or collected through the theater historian to the U.S. Army Center of Military History.
02	Yes/No	Unit commanders were required to maintain organizational history files by shipping those files to storage when the unit was inactivated, disbanded, or reduced to zero strength, while in a combat zone, or when otherwise unable to care for them.
03	Yes/No	Commanders of reactivated units or active units with stored organizational history files addressed their requests for the return of those files to the Center of Military History.
04	Yes/No	Questions concerning the proper packing of historical artifacts or art were referred directly to the Center of Military History or to a certified Army museum.
05	Yes/No	Historical artifacts and works of art were shipped commercially or by mail and packed to preclude any damage as described in FM 38-700.
06	Yes/No	The same level of care was taken to protect artifacts and art in transit as was used in their storage, including the use of museum-safe materials.
07	Yes/No	Historical artifacts and works of art were sent by registered mail (return receipt requested) when size and weight met commercial carrier requirements and when economically advantageous.
08	Yes/No	The artifact responsible officer obtained the chief curator's prior approval in writing (to include a document number assigned by the artifact accountable officer) before shipment of any item.
09	Yes/No	The artifact responsible officer provided a copy of the

		written approval, as part of the shipment, to the receiving museum or organization or activity.
10	Yes/No	Shipments of artifacts containing hazardous material or restricted material were shipped per current regulations and directives.
11	Number	And types of historical records and artifacts shipped to and from the headquarters.

**Supporting Collective Tasks:**

<b>Task No.</b>	<b>Title</b>	<b>Proponent</b>	<b>Echelon</b>
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