

ART 5.5.2.1 Collect Historical Documents and Artifacts

Collect documents, maps, photographs, video and audio recordings, artifacts, and other historical material that might not be preserved by retiring records. This task includes performing after-action interviews and special projects for subjects not treated in regular reports and documents. It also includes the collection of specific information for historical research projects being undertaken by higher historical offices when tasked to do so through command channels. (FM 1-20) (Center of Military History)

NO.	Scale	Measure
01	Yes/No	Documents and artifacts relating to military operations were collected and preserved.
02	Yes/No	Historical team used appropriate technology to accomplish the mission.
03	Yes/No	All collected artifacts were reported to the chief of military history.
04	Yes/No	Historical documents and artifacts were properly classified and secured per their classification level.
05	Yes/No	Research collection was established to provide supported units with historical information relating to their current operations.
06	Yes/No	Historians and archivists coordinated with staff division chiefs, action or project officers, and other key personnel to ensure documents, oral interviews, visual images, and other source materials pertaining to historically significant developments and events that took place in the command were placed in the historical research collection.
07	Yes/No	Historical research collections were established and maintained per AR 870-5.
08	Yes/No	Support history detachment advised and assisted the commander and the command's record managers to ensure proper records management regarding documents designated as permanent per AR 25-400-2 (daily journals, plans, files, and so forth).
09	Yes/No	Unit and command histories were regularly prepared and transmitted per regulatory guidance.

10	Yes/No	Supporting military history detachment established working relationships with organization or installation records managers, librarians, and museum curators during the selection of documents for the collection to ensure that all source materials are available to the command.
11	Yes/No	Historians and archivists coordinated with museum personnel to differentiate between historical documents held by museums in support of their collections (as defined in AR 870-20).
12	Time	Before documents are available for lessons learned analysis.
13	Time	Before contingency historical reports and supporting documents are sent to a central collection point.
14	Percent	Of decision documents with predecisional material available.
15	Percent	Of photographic images and electronic documentation available.
16	Percent	Of official documentation?such as maps, orders, photos, web pages?preserved in historical accounts.
17	Percent	Of records retired or retained (rather than destroyed).
18	Percent	Of SFs 135 (Records Transmittal and Receipt) properly completed.
19	Percent	Of battles and engagements with photographic images and electronic documentation available.
20	Percent	Of artifacts unaccounted for after 100 percent inventory.
21	Percent	Of artifact records with an incorrect entry in the ?location? block.
22	Number	Of end-of-tour interviews completed.

Supporting Collective Tasks:

Task No.	Title	Proponent	Echelon
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