

ART 5.5.2 Preserve Historical Documentation and Artifacts

To collect and safeguard, paper, photographic images, electronic documentation, and artifacts of key events, decisions, and observations of joint or combined operations or campaigns to support lessons learned analysis, public affairs efforts, doctrine development, and historical retention and writing. This task includes attending key briefings and meetings and interviewing key personnel to gather first-hand observations, facts, and impressions. This task further includes keeping a daily journal of personal observations and key events and packaging and forwarding collected information to appropriate agencies. Prepare and submit contingency historical reports that include required data. (FM 1-20) (Center of Military History)

NO.	Scale	Measure
01	Yes/No	Artifacts are moved from the theater of operations, and forwarded to an Army museum under the direction of the Center of Military History, as soon as possible.
02	Yes/No	Historical team used appropriate technology to accomplish the mission.
03	Yes/No	Supported units received timely, accurate, and relevant historical products and services.
04	Yes/No	Historical team anticipated and responded to the supported commander's needs.
05	Yes/No	Commander and staff of the supported unit were aware of and had access to historical products and services.
06	Yes/No	Soldiers within supported unit were aware of Army and unit heritage, customs, and traditions.
07	Yes/No	Supported unit exploited history to build cohesion and communicate Army values.
08	Yes/No	Military history was incorporated into supported unit training.
09	Yes/No	Proper policy exception authority was obtained for the consumptive use or alteration of artifacts by the supported unit.
10	Yes/No	All explosive material was inspected by explosive ordnance disposal and rendered inert, as necessary.
11	Yes/No	All retained explosive artifacts were fully documented and recorded as inert.

12	Yes/No	Items of historical significance (mission statement, after action reviews, or lesson learned summaries, and unit briefing slides) were maintained and submitted as part of the unit historical report per AR 25-400-2.
13	Yes/No	Historical team created and maintained organizational history files.
14	Yes/No	All artifacts sent from active operations were accompanied with complete documentation for provenance and historical significance.
15	Time	From termination of major event until all key personnel interviewed.
16	Time	Before documents are available for lessons learned analysis.
17	Time	Before initial status reports are submitted to higher echelons.
18	Time	Before contingency historical reports and supporting documents are sent to a central collection point.
19	Time	To respond to and be on scene for short notice tasking.
20	Time	Before after-action reviews are submitted to higher echelons.
21	Percent	Of decision documents with predecisional material available.
22	Percent	Of key leaders interviewed after the event.
23	Percent	Of key staff members interviewed after the event.
24	Percent	Of properly captioned photographic images and electronic documentation available.
25	Percent	Of official documentation?such as maps, orders, photos, web pages?preserved in historical accounts.
26	Percent	Of operations that have enemy versions or accounts available for cross-referencing.
27	Percent	Of records retired or retained per G-1 records retirement system (rather than destroyed).
28	Percent	Of SFs 135 (Records Transmittal and Receipt) properly completed.
29	Percent	Of battles and engagements with photographic images and electronic documentation available.
30	Number	Of oral history interviews completed.
31	Number	Of end-of-tour interviews completed.

Supporting Collective Tasks:

Task No.	Title	Proponent	Echelon
71-9-5160	Preserve Historical Documentation of Joint/Multinational Operations in Campaigns (Division Echelon and Above [Operation])	71 - Combined Arms (Collective)	Echelons Above Corps