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Historical Activities

Preserving Historical Artifacts, Documents, Property,
and Final Annual Command Histories

*This regulation supersedes AE Regulation 870-1, 16 November 2009.

For the Commander:

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Summary. This regulation prescribes policy and procedures for identifying, accounting for, safeguarding, and disposing of historical artifacts, documents, and property. It also prescribes procedures on how to prepare final annual command histories.

Summary of Change. This regulation has been revised to incorporate administrative changes.

Applicability. This regulation applies to HQ USAREUR staff offices, USAREUR commands down to separate company and battalion levels, and United States Army garrisons.

Supplementation. Organizations will not supplement this regulation without Office of the Chief of Staff, HQ USAREUR (AEAGS-MH), approval.

Forms. AE and higher level forms are available through the Army in Europe Library & Publishing System at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is the Office of the Chief of Staff, HQ USAREUR (AEAGS-MH, DSN 370-7072). Users may suggest improvements to this regulation by sending DA Form 2028 to the Office of the Chief of Staff, HQ USAREUR (AEAGS-MH), Unit 29351, APO AE 09014-9351.

Distribution. B (AEPUBS).

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1. PURPOSE

a. All units have historical property. This property must be safeguarded as part of the unit's heritage. Most property is identified and accounted for using property-accountability procedures. Unprotected artifacts and records with historical significance must be identified and accounted for to prevent them from being lost.

b. This regulation prescribes policy, procedures, and responsibilities for identifying, accounting for, safeguarding, and disposing of historical artifacts, documents, and property. It also prescribes preparation procedures for final command histories. While this regulation applies to all organizations, it will have increased meaning to units that are inactivating, moving, or reorganizing.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

a. Abbreviations.

AHCAS	Army Historical Collection Accountability System
AR	Army regulation
ARO	artifact responsible officer
CMH	United States Army Center of Military History
CONUS	continental United States
DA	Department of the Army
DCG, USAREUR	Deputy Commanding General, United States Army Europe
DD	Defense Department
DRMO	Defense Reutilization and Marketing Office
HQ USAREUR	Headquarters, United States Army Europe
MHO	Military History Office, Office of the Chief of Staff, Headquarters, United States Army Europe
SF	standard form
U.S.	United States
USAREUR	United States Army Europe

b. Terms.

art

Cultural property that has been accessioned into the Army Historical Collection or Army Art Central Collection.

ephemeral items

Items of one-time or limited use or significance such as athletic awards, plaques, sports trophies, and similar items of transitory significance.

historically significant U.S. Army artifacts and property

These include but are not limited to articles of clothing and personal equipment, campaign streamers, flags, military equipment, unit and individual decorations, weapons, and works of art. They also include other objects (except official records) that constitute relics or evidence of battle experience or other military activity of local or national significance to U.S. or foreign armed forces. An artifact may have historical significance because it is associated with an important event, person, or place; because it has a traditional association with a military organization; or because it is a representative example of military equipment.

USAREUR area of responsibility

Any area where USAREUR troops are stationed, deployed, or conducting operations (temporarily or permanently) for any military purpose (for example, training, exercises, peacekeeping, warfighting).

4. RESPONSIBILITIES

a. Commanders.

(1) Commanders of all units down to separate company or battalion level will appoint by memorandum a unit historian and an artifact responsible officer (ARO). A copy of each appointment memorandum must be sent to the USAREUR Military History Office (MHO) (HQ USAREUR (AEAGS-MH/Curator), Unit 29351, APO AE 09014-9351; DSN 370-7072/8319; or fax DSN 370-8672. The MHO will forward appointment memorandums to the United States Army Center of Military History (CMH) as prescribed by AR 870-20.

(2) Commanders of units that are inactivating, moving (change of station or reassignment), or reorganizing will identify, collect, and preserve all historically significant U.S. Army artifacts and property.

(3) Commanders of moving units (change of station or reassignment) will take their historical documents, property, and artifacts to their new garrison.

(4) All units down to separate company or battalion level are required to submit an annual history to their higher headquarters. This history should cover the preceding calendar year, and is due to the MHO by March of the following year. Assistance may be found at <http://www.history.army.mil/howto.html>.

b. Unit Historians. When possible, unit historians should be officers with an additional skill identifier of 5X. Unit historians will identify and record all known artifacts, art, and records that are or may be of historic significance. They are also responsible for the annual unit history.

c. AROs. AROs will sign for all accountable artifacts (including distinctive unit colors, streamers, and guidons).

d. USAREUR Curator. The USAREUR Curator will—

(1) Act as the USAREUR ARO.

(2) Monitor all artifacts in USAREUR areas of responsibility. All actions and changes dealing with accountable artifacts must be sent through the USAREUR Curator to the CMH.

(3) Be the endorsement official for all gifts, issues, or loans of artifacts in USAREUR areas of responsibility (AR 870-20, para 2-5).

5. ARTIFACTS AND PROPERTY

a. Under no circumstances may historically significant U.S. Army artifacts and property be disposed of without coordination with and the approval of the CMH.

b. All historically significant U.S. Army artifacts and property, including significant items not yet accounted for under the Army Historical Collection Accountability System (AHCAS), must be inventoried and reported to the MHO (para 4a(1)).

c. All AHCAS submissions from unit AROs must be coordinated with and verified by the USAREUR Curator.

d. Ephemeral items may be disposed of through normal Defense Reutilization and Marketing Office (DRMO) disposition channels at the discretion of the responsible field grade commander.

e. On discovering loss, damage, or destruction of historical items, the unit ARO will immediately initiate DD Form 200 and send it through command channels to the MHO (para 4a(1)).

f. Memorial items are usually metal or wood plaques describing a memorialized Soldier and his or her accomplishments. Memorial items are typically affixed to signs, stones, marble slabs, or walls.

(1) Garrison commanders are responsible for the accountability and disposition of memorial items on their installations.

(2) When an installation is closed, memorial plaques will be offered to the next of kin of the person memorialized. If the next of kin cannot be located or refuses the plaque, it should be sent to the following address:

United States Army Historical Clearing House (AAMH-MDH)
7 Frankford Avenue, Building 201
Anniston Army Depot
Anniston, AL 36201-4199

6. DOCUMENTS

Historical documents and records include unit annual histories, correspondence, electronic records, interview tapes and transcripts, maps and overlays, messages, monographs, official records, organizational charts and directories, organizational history files, personnel rosters, photographs, reports, and special studies. These documents provide for the institutional memory of an organization and are used for research, preparation of narrative histories, and the preservation and perpetuation of the unit's military history and heritage.

a. Unit historians of inactivating or reorganized units will prepare unit history files and send them to the following address:

United States Army Center of Military History (AAMH-FPO)
Building 35
103 Third Avenue, Collins Hall
Fort McNair, DC 20319-5058

b. Historical documents must be packed neatly in labeled folders in strong containers (for example, box, shipping, fiberboard, special purpose (records retiring), national stock number 8115 00 117 8249). Crumpled paper (not shredded paper or foam peanuts) will be used to pad the documents and keep them from shifting during shipment.

c. Each box must be addressed as shown in subparagraph a above and include the following:

- (1) An inventory of all documents in it.
- (2) A copy of the shipping document.
- (3) SF 135.

d. One copy of each of the documents in subparagraph c above will be placed in the box and a separate copy will be sent to the next higher headquarters.

(1) Until a formal decision is made about corps inactivation, V Corps units that will be inactivating must send a copy of the documents in subparagraph c above to the following address:

V Corps Command Historian
Unit 29355
APO AE 09014-9355

(2) Inactivating units that do not belong to V Corps must send the documents in subparagraph c above to the address in paragraph 4a(1).

7. FINAL ANNUAL COMMAND HISTORY

a. Each table of distribution and allowances and table of organization and equipment organization that is inactivated or being redesignated, and each garrison in the Army in Europe that is closing, must submit a final command history not later than 6 months after inactivation, redesignation, or closing. This final command history—

(1) Must specifically include information about the process the organization went through during its reduction, redesignation, or closing, and the disposition of its records.

(2) Should be completed before the organization inactivates to ensure that leaders assigned to the unit are available to write it.

b. Every inactivated or redesignated unit and each garrison to be closed must send five copies of its final command history to the MHO (para 4a(1)). V Corps units must send their final command histories through the V Corps Command Historian (para 6d(1)) to the MHO. The MHO will forward them to the CMH.

8. PROCEDURES FOR UNITS THAT WILL INACTIVATE OR BE REDESIGNATED

Units scheduled for inactivation or redesignation must contact the MHO (para 4a(1)) for detailed instructions on how to account for, turn in, and (if applicable) acquire relevant historical property for their new designation.

a. Artwork, artifacts, colors, guidons, and streamers will be reported through the MHO to the CMH at the address in paragraph 6a. The CMH will provide specific disposition guidance.

b. The CMH or MHO will provide disposition instructions for artifacts and items that the CMH determines are not to be shipped to the continental United States (CONUS) for permanent storage.

(1) Large artifacts such as wheeled or tracked vehicles or artillery pieces will be held in local storage until disposition instructions have been obtained from the USAREUR Curator.

(2) Smaller artifacts of permanent historical significance will be transferred to a holding facility operated by the MHO at Tompkins Barracks (building 4228) in Schwetzingen, Germany.

(3) Movement of large and small artifacts to storage facilities will normally be done at the unit's expense.

c. Requests by redesignated units to "draw" their new colors, guidons, streamers, and other heraldic items must be sent through the MHO to the CMH at the address in paragraph 6a.

d. Requests for redesignated or reactivated unit historical files must be sent through the MHO to the CMH at the address in paragraph 6a.

9. MUSEUMS

a. Requests to the CMH for recognition as an official USAREUR museum, museum activity, or historical collection must be submitted through command channels to the DCG, USAREUR, for endorsement before being sent to the CMH.

b. Only the USAREUR Curator may forward the following requests to the CMH:

(1) Requests to accept gifts of historical artifacts by USAREUR units, whether purchased with nonappropriated or private funds, or donated without cost.

(2) Requests to receive artifacts under DRMO control.

(3) Requests to acquire art by any USAREUR museum, museum activity, or historical collection.

(4) Requests to lend USAREUR historical artifacts to—

- (a) Any museum, activity, or institute in CONUS.
- (b) Other USAREUR museums or historical collections.
- (c) Government or nongovernment museums in Europe.

c. Museum activities and organizations without access to the Army Museum Information System must catalog historical artifacts and works of art on DA Form 2609 not later than 30 days after receiving them. The museum activity or organization will keep DA Form 2609 as the property record and send a copy through the USAREUR Curator (para 4a(1)) to the CMH (para 6a).

d. In every odd-numbered calendar year, USAREUR museum activities will send a memorandum summarizing the result of the biennial inventory (AR 870-20, para 2-14) with DD Form 200, if necessary, explaining any shortages or damages, through the USAREUR Curator (para 4a(1)) to the CMH (para 6a).

e. Museums, museum activities, and historical collections will periodically review their collections for unnecessary excess items for condition, duplication, or not being mission related. A written request for the disposition of such items must be sent through the USAREUR Curator (para 4a(1)) to the CMH (para 6a) with the following information:

(1) The catalog number, central control number, or both.

(2) The complete nomenclature of objects, including country of manufacture, date of manufacture, and any significant association.

(3) The condition and completeness of the object.

(4) The reason for the disposition.

f. Organizations wishing to recover their historical artifacts from storage must submit a request through the USAREUR Curator (para 4a(1)) to the CMH (para 6a).

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Section 2572, Title 10, United States Code, Documents, Historical Artifacts, and Condemned or Obsolete Combat Materiel: Loan, Gift, or Exchange

Section 4565, Title 10, United States Code, Colors, Standards, and Guidons of Demobilized Organizations: Disposition

Section 4714, Title 10, United States Code, Collection of Captured Flags, Standards, and Colors

Section 470, Title 16, United States Code, Congressional Finding and Declaration of Policy

AR 1-33, The Army Memorial Program

AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 735-5, Policies and Procedures for Property Accountability

AR 870-5, Military History: Responsibilities, Policies, and Procedures

AR 870-20, Army Museums, Historical Artifacts, and Art

SECTION II FORMS

SF 135, Records Transmittal and Receipt

DD Form 200, Financial Liability Investigation of Property Loss

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2609, Historical Property Catalog