



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY JOINT MUNITIONS COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6000

NOV 17 2010

AMSJM-CS (870)

MEMORANDUM FOR All Joint Munitions Command (JMC) Organizations

SUBJECT: JMC Historical Document Collection

1. Reference AR 870-5, "Military History: Responsibilities, Policies and Procedures," 21 September 2007.
2. The JMC History Office (AMSJM-HI) collects and maintains historically significant records in a variety of formats (both electronic and hard copy) to include e-mails, manuscripts, letters, reports, studies, images, videos, films, photographs, oral history interviews, briefings, SOPs, policies, decision papers, memoranda, statistics, newspapers, newsletters, brochures, maps, blueprints, drawings, artifacts, and more. Records collected are pertinent to the Army's institutional knowledge of active and predecessor installations, the ammunition industrial base, and the ammunition mission. The command regularly uses the command historical archive to research all facets of past mission, command history, and to answer research queries.
3. Historical records are *not* documents related to administrative issues, contracting, ammunition lots, quality assurance, environmental, medical, or personnel records. Those categories of records each have unique ARIMS (Army Records Information Management System) disposition requirements and are not permanent in nature. Questions regarding these types of records should be directed to the originating directorate or the JMC Records Manager.
4. The transition from paper to electronic records has increased the challenge to collect historically significant and decision-oriented documents. In order to ensure historical information and artifacts are available for future use, consistent historical preservation and collection requires proactive efforts on the part of the JMC workforce, organizations and installations. There are several ways employees can help preserve JMC history:
 - a. To address the challenge of electronic document collection throughout JMC, the History Office has implemented a collection process that relies on employees to upload copies of key documents to the Q drive or History SharePoint site. Files should be uploaded to either of the following electronic document collection points:
 - 1) On the Command Historian SharePoint site main page, a "Historical Document Collection" point is accessible to all HQ, JMC and installation employees via CAC card at: <https://jmcsp.osc.army.mil/Historian/default.aspx>. Under the "Historical Document Collection Point" section, click on the "+ add new document" link to upload files for collection.

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SUBJECT: JMC Historical Document Collection Policy

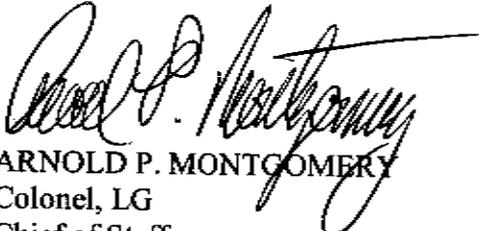
2) At HQ, JMC, the path to the Q drive historical document collection folder is located on your computer desktop at: My Computer → Q Drive → JMC → Common → Historical Document Collection. Place the uploaded document in the corresponding office folder.

b. When members of the JMC workforce leave positions, it is vital that their office records be assessed individually, internally by the organization, or by the history office before disposal. If employees are uncertain about the historical value of materials, the best policy is to make the items available to the History Office or installation historical officer for assessment. E-mail ROCK-AMSJM-HI@conus.army.mil to request an assessment or pick-up of physical/paper historical materials.

The archivist will assess uploaded files monthly and download them to the JMC archive for permanent retention.

5. Each ammunition installation has a historical officer with assigned duties to collect documents and maintain a repository for historical records. It is important that each installation continue to update their organizational history file by collecting historical information. The historical officer should maintain an annual folder on their computer and save electronic records to this file by topic or organizational division. All hard copy historical records are also collected by the historical officer. At the end of each fiscal year, the historical officer should download/copy the collected files to three CDs. Label the CD as “(Installation Name and Year) Permanent Historical Records - 870-5” and keep two copies in your installation’s organizational history file. Provide one copy to the JMC Historian via mail to: HQ, JMC, ATTN: AMSJM-HI, 1 Rock Island Arsenal, Rock Island, IL 61299.

6. The POC is Ms. Keri Pleasant, AMSJM-HI, DSN (309) 782-0392, e-mail keri.pleasant@us.army.mil or ROCK-AMSM-HI@conus.army.mil.


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