

**JOINT MUNITIONS COMMAND
HISTORICALLY SIGNIFICANT (HS) RECORDS**

1. Inactivated organizations must ensure Historically Significant (HS) records are offered to the Historian prior to shipping elsewhere. Active installations should institute a document collection program to capture HS records.

2. HS records are not things related to contracting, ammunition lots, quality assurance, environmental, medical, & personnel. HS records are finalized items unique to a site & not already available at the HQ. Included are:

a. Decision-making papers, especially those signed by CG, CS, Deputy to the CG, or directors, of JMC and all predecessor units.

b. Select information papers, executive summaries, point papers, analysis papers sent to CG, CS, Deputy to the CG for decision-making purposes or to inform regarding significant action(s).

c. Records/documents containing historical statistical data and information on significant actions.

d. Final reports, after action reports, and analysis studies on significant issues/topics retain.

e. One-of-a-kind, original items that no one else has.

f. Historical photographs.

g. Artifacts; models of products, mock-ups, inert rounds, etc.

h. Records under MARKS/ARIMS file number 870-5a Organization histories; annual histories; change of command brochures; biographies and photos of commanders, CEA, COO, plant manager; activation and deactivation orders; major contract changes; etc.

i. Technological reports, studies, analysis on weapons system development and munitions development.

j. Picture, movies, slides, especially of construction, changes over time, and processes.

k. SOPS of actual processes; things that will help us understand HOW a product was manufactured.

l. As-built plant drawings.

m. Other items for unique processes that were done only at the closing plant or installation.

n. Key briefings to VIPS.

3. After contacting the History Office for guidance, HS records should be labeled with file number 870-5/permanent & retained in a records holding area or sent to the Historian at:

via USPS regular mail

AMSJM-HI
HQ JOINT MUNITIONS CMD
1 ROCK ISLAND ARSENAL
ROCK ISLAND IL 61299-6500

via Private Carrier (e.g., FEDEX, UPS)

AMSJM-HI BLD 390 BSMT SW
HQ ARMY JOINT MUNITIONS COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND IL 61299-6500