

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
P. O. Box 2870
Portland, Oregon 97208-2870

CENWD-IM
Regulation
No. 870-1-1

1 August 2001

Historical Activities
NORTHWESTERN DIVISION HISTORICAL PROGRAM
(RCS:DAEN-AS-6)

History. This issue is a new regulation for the Northwestern Division (NWD). This regulation supersedes MRD-R 870-1-1 and NPDR 870-1-1.

Summary. This regulation is the combining of two publications as a result of the Northwestern Division reorganization. The content highlights organizational responsibilities as outlined in ER 870-1-1.

Supplementation. Local supplementation of this regulation is permitted but not required. If a supplement is issued, the responsible organization will provide two copies to the Northwestern Division, U.S. Army Corps of Engineers, ATTN: CENWD-IM, P.O. Box 2870, Portland, OR 97208-2870.

1. **PURPOSE.** This regulation establishes policy and procedures for a Northwestern Division historical program.
2. **APPLICABILITY.** This regulation is applicable to the Headquarters Northwestern Division (HQNWD) and the five NWD districts (Kansas City, Omaha, Portland, Seattle, and Walla Walla).
3. **REFERENCES.**
 - a. Required Publications.
 - (1) AR 870-20, Historical Properties and Museums. Cited in paragraph 6c.
 - (2) ER 870-1-1, Field Operating Activities Historical Programs. Cited in paragraphs 5a, 5b, 5c, 6a, 7b, and 9.

*This regulation supersedes MRD-R 870-1-1, dated 1 June 1984, and NPDR 870-1-1, dated 30 April 1990.

b. **Related Publication.** AR 870-5, Military History: Responsibilities, Policies, and Procedures.

4. **PROGRAM OBJECTIVES.** The NWD historical program will be maintained to ensure significant developments and events are recorded as an integral place in Corps history. The program will work towards developing and maintaining Corps employees awareness and interest in the Northwestern Division history. The NWD history program will be carried out in a manner that will satisfy higher headquarters requirements, Corps employees expectations, and general public inquiries.

5. **RESPONSIBILITIES.**

a. **Program Responsibility.** A historical program will be established within HQNWD and each NWD district. When no professional historian is on staff, the program will be assigned to Information Management. The commander will designate the organization's records administrator/manager as the program manager to provide guidance and appropriate support. Requirements discussed within this publication and ER 870-1-1, which are beyond the designated program manager's qualifications, will need to be completed by an outside source, such as a professional historian. Any proposed plan and funding for a historical project or activity will be reviewed and approved by the organization's commander.

b. **Headquarters Northwestern Division and District Historical Committee.** A historical committee will be established for HQNWD and at each NWD district as outlined in ER 870-1-1. The committee will consist of a chairperson, historical program manager, and executive assistant or senior supervisor as permanent members with additional members appointed by the chairperson. The appointed committee will support and give direction for the historical program. The committee will formulate, evaluate, and approve ideas and suggestions for historical activities and publications. If a member is unable to participate in a meeting, the member will designate a representative who will have full authority for the extent of the meeting. The committee will meet no less than once per year. Minutes will be taken of its deliberation and kept as part of the historical file.

c. **Historical Program Manager.** The designated program manager will follow this publication and ER 870-1-1 for maintaining the organization's historical program. The program manager will serve as vice-chairperson of the historical committee. The designated program manager will participate in formulating and administering requirements to ensure the organization maintains a healthy program.

6. **HISTORICAL RESOURCE MANAGEMENT.** The following measures will be essential to the management and preservation of NWD historical resources:

a. Historical File. Each NWD organization will maintain a central historical file for the permanent preservation of organizational historical materials. The central historical file will be a record of all significant administrative and operational developments and decisions not intended merely to duplicate official records. The file will be maintained in accordance with ER 870-1-1.

b. Records Management and Library Services. NWD organizations are encouraged to strengthen records management requirements by establishing procedures for the proper maintenance of historical records and the monitoring of historical literature to identify books, reports, and periodicals that may need to be retained in the organization's library.

c. Historical Properties. Artifacts and other objects that serve as tangible reminders of the organization's mission and accomplishments should be identified and protected from theft or deterioration. The appointed program manager will maintain an inventory list of such artifacts and objects, if applicable. The organization will inventory, preserve, and whenever appropriate, exhibit items as defined in AR 870-20.

7. ORAL HISTORY.

a. The organization's commander will ensure an oral history program has been established. Interviews will be conducted to include both active and retired personnel to maintain a documented history of organizational activities, accomplishments, projects and programs that sometimes can be left out of official records or destroyed. The organization's oral history program will also include end of tour interviews with the commanders.

b. Interviews may be conducted by the organization's appointed program manager or a contracted oral historian. The names and positions of persons interviewed will be included in the organization's annual historical report. The DA Form 7273-R (Access Agreement for Oral History Materials) will be completed and obtained from each retired or non-Corps interviewee. A copy of the interview transcript and release form will be forwarded to the Office of History (CEHO) for inclusion in the Corps of Engineers Oral History Collection as discussed in ER 870-1-1.

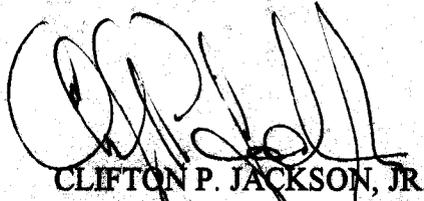
8. HEADQUARTERS NORTHWESTERN DIVISION AND DISTRICT PUBLICATIONS.

The completion of a basic history and historical updates will be a priority for each organization. The organization's draft manuscript will be reviewed and approved by the historical committee. At the same time, the draft manuscript will be sent to the Office of History for review and comments prior to formal publication. In addition to a basic history and updates, organizations are encouraged to prepare historical narratives of key agency activities as noted in ER 870-1-1. The NWD program manager will be kept informed of district documented historical projects.

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9. REPORT REQUIREMENTS (RCS-DAEN-AS-6). The annual historical report will be prepared and forwarded to the Northwestern Division history program manager, CENWD-IM, for consolidation and forwarded to the Office of History according to ER 870-1-1.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

DISTRIBUTION:

<http://www.nwp.usace.army.mil/im/r/regs/nwdr.html>

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NWD History Program Manager