

# Reclamation Manual

## Directives and Standards

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### Definitions and Terminology

1. **Accession Number.** Accession number is a unique identification number sequentially assigned to an accession within a unit museum property collection.
2. **Accessioning.** Accessioning is the formal process, requiring the Accountable Officer's signature on an Accession Form/Receiving Report, Form 7-2515. Through this process, the Bureau of Reclamation accepts and establishes ownership and/or custody for museum property. Items must be accessioned to gain status as museum property. A single accession transaction occurs when one or more items are acquired in the same manner from a single source; the resulting documentation is an accession record or a museum record. The Department of the Interior's standard for accessioning is in the Departmental Manual (DM) 411, Paragraph 3.4.A. Also, see Acquisition of Museum Property, Paragraph 13, of this Directive and Standard (D&S).
3. **Accountable Officer.** Accountable Officer is the Government employee assigned overall responsibility for a specified group of personal property, and is responsible for ensuring the establishment and maintenance of accountability records to provide for effective control over that property (see Interior Property Management Directives 114-60.202 and Reclamation Supplements to the FPMR 114S-60.100(a)).
4. **Administrative Office Space.** Administrative office space is space within offices, libraries, lobbies, meeting rooms, hallways, public areas, and any other non-dedicated space utilized inside or outside (e.g., courtyards) a building to display museum property. The Department's standards for managing museum property in administrative office space are in 411 DM 3.3.
5. **Archaeological Collections.** Archaeological collections include archaeological resources (meaning any material remains of past human life or activities which are of archaeological interest; e.g., pottery, basketry, bottles, weapons, projectiles, tools, structures or portions of structures, pit houses, rock paintings, rock carvings, intaglios, graves, human skeletal materials, or any portion or piece of any of the foregoing items) systematically recovered from Reclamation lands or recovered as a result of Reclamation projects on non-Reclamation lands.
6. **Archaeological Interest.** Archaeological interest means to be capable of providing scientific or humanistic understandings of past human behavior, cultural adaptation, and related topics through the application of scientific or scholarly techniques such as controlled observation, contextual measurement, controlled collection, analysis, interpretation, and explanation (43 CFR part 7).
7. **Artwork.** Artwork includes paintings (e.g., watercolor, wash, oil, etc., on various support media, including canvas, artist board, and paper); prints and drawings (e.g., pen and ink, pencil sketches, chromolithographs); wildlife mounts (used for artistic purposes); sculpture;

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antiques; and tapestries. Artwork with one or more of the following characteristics generally is considered to be museum property: (a) associated with an eminent Reclamation employee; (b) commissioned, donated to, or purchased by Reclamation from a notable artist or taxidermist; (c) limited edition or rare prints; or (d) associated with or commemorates an important Reclamation event or program. Objects of questionable artistic value must be appraised or evaluated by a discipline specialist to determine if they should be preserved as museum property by Reclamation or another organization.

8. **Associated Funerary Objects.** Associated funerary objects are objects that, as a part of the death rite or ceremony of a culture, are reasonably believed to have been placed with individual human remains either at the time of death or later, and both the human remains and associated funerary objects are presently in the possession or control of a Federal agency or museum. Other items exclusively made for burial purposes or to contain human remains shall be considered as associated funerary objects (see Native American Graves Protection and Repatriation Act [NAGPRA]).
9. **Associated Records.** Associated records are all documentation (original records or copies thereof when Reclamation no longer controls the original) generated by the activity of collecting and analyzing collectible heritage assets that are, or subsequently may be, designated as museum property. Some records such as field notes, field inventories, and oral histories may be originals that are prepared as a result of fieldwork, analysis, or report preparation. Other records such as deeds, survey plats, historical maps, and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Associated records must be designated and maintained with the appropriate collection (e.g., archaeological collection, historical and/or scientific collection, or the natural history collection). Classes of associated records that may be in a collection include, but are not limited to:
  - A. Records relating to the identification, evaluation, documentation, study, preservation, or recovery of a resource (i.e., site forms, field notes, drawings, maps, photographs, slides, negatives, films, video or audio cassette tapes, digital video discs, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog and inventory records);
  - B. Records relating to the identification of a resource using remote sensing methods and equipment (i.e., satellite and aerial photography and imagery, side scan sonar, magnetometers, subbottom profilers, radar, and fathometers);
  - C. Public records essential to understanding the resource (i.e., deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms, and reports);

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- D. Archival records essential to understanding the resource (i.e., historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs, and receipts); and
  - E. Administrative records relating to the survey, excavation, or other study of the resource (i.e., scopes of work, requests for proposals, research proposals, contracts, permits, reports, documents relating to compliance with section 106 of the National Historic Preservation Act, and National Register of Historic Places nomination forms and determination of eligibility documentation).
10. **Board of Survey.** Board of Survey is a committee appointed by the Reviewing Official (Reclamation Supplements to the FPMR 114S-60.802-3) to investigate loss, damage, or destruction of government property, and is required to complete a Report of Survey, Form 7-778, documenting the investigation, and to arrive at findings and make determinations as to the disposition of the property and financial liability regarding the loss, damage, or destruction.
  11. **Bureau of Reclamation Facility Condition Checklist, Form 7-2573.** Bureau of Reclamation Facility Condition Checklist, Form 7-2573, is a modified version of the Department's facility condition checklist. It is used to assess whether standards set in 411 DM 3 are met in all spaces within a facility that display, exhibit, or store Reclamation museum property. This form establishes a facility's overall condition rating and tracks the estimated costs for correcting conditions at Reclamation facilities.
  12. **Cataloging.** Cataloging is the action of assigning and applying a unique identifying catalog number to an item or group of items and completing descriptive documentation. The resulting documentation is a catalog record.
  13. **Certificate of Inventory.** Certificate of Inventory (Reclamation Supplements to the FPMR 114S-60.304 Property Inventories, Figure 1) is used to certify annual museum property inventories.
  14. **Collectible Heritage Assets.** Collectible Heritage Assets, also called museum collections or museum property, means the museum property controlled by Reclamation. These assets are a subgroup of heritage assets reportable under the Statement of Federal Financial Accounting Standard (SFFAS) No. 29 - Heritage Assets and Stewardship Land.
  15. **Collection.** Collection has multiple meanings within the museum property arena and must be carefully considered in order to understand its usage within a given context.
    - A. In 411 DM, "museum 'collection'" means the total sum of all museum property controlled by a bureau.

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- B. In 36 CFR part 79, “collection” means the “material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.”
- C. For Government Performance and Results Act Resource Protection End Outcome Measure 3.02, “collections” mean the total sum of facilities in which museum property are stored, exhibited, or displayed.
16. **Condition Assessment, Facility.** Condition Assessment, Facility, is a facility-level condition assessment, scored as Good, Fair, or Poor. Reclamation uses the Bureau of Reclamation Facility Condition Checklist, Form 7-2573, as the instrument to evaluate whether applicable standards are met at its Reclamation and non-Reclamation facilities. Good is achieved when greater than 70 percent (averaged total) of the standards are met for all spaces at a facility. Fair is achieved when at least 50 percent and up to 70 percent (averaged total) of the standards are met for all spaces at a facility. Poor is assessed when less than 50 percent (averaged total) of the standards are met for all spaces at a facility. See also Facility-Level Condition Assessment, Paragraph 6.F., of this D&S.
17. **Condition Assessment, Item.** Condition Assessment, Item, is an item-level condition assessment, scored as Good, Fair, or Poor. Good means the item is in stable, usable condition; Fair means the item is in need of minor repair or cleaning to bring it to usable condition; and Poor means the item is in need of major conservation treatment to stabilize or eliminate the rate of deterioration. An assessment of fair or poor indicates that an item needs special packing or conservation and needs to be addressed in the unit’s Museum Property Management Plan and reported in its annual Museum Property Management Summary Report (Summary Report). See also Item-Level Condition Assessment, Paragraph 6.E., of this D&S.
18. **Conservation Survey.** Conservation survey is a required (as needed) physical survey that provides information on the environment of spaces where museum property is located within a facility, records the condition of individual or groups of museum property, determines conservation treatment needs and priorities, and records baseline data on individual or groups of museum property to assess future deterioration. For example, a conservator might survey a unit’s holding of historic photographs to determine treatment needs and record baseline data for the future assessment of deterioration. In another instance, a conservator might examine an exhibit to evaluate the displayed objects and specimens for signs of deterioration and to evaluate the mounts, lighting, and case design and construction. See the 411 DM - Museum Property Handbook (MPH), Volume I, Chapter 4, and Conservation Survey, Paragraph 6.D., of this D&S.
19. **Control.** Control is having a legal interest in an item sufficient to lawfully permit Reclamation to treat it as its own.

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20. **Controlled Museum Property.** Controlled museum property includes items that are especially sensitive (e.g., human remains); have a high intrinsic or scientific value; are especially vulnerable to theft, loss, or damage; are valued at or above \$5,000; or are identified as a functioning (or repairable to a functioning status) museum firearm.
21. **Curatorial Services.** Curatorial services means a service provided by a contractor or partner who manages museum property according to professional museum practices. See Curatorial Services Agreements, Paragraph 17, of this D&S.
22. **Custodial Officer.** Custodial Officer is the Reclamation official, identified by the Accountable Officer, to whom management of museum property is assigned and who is responsible for its daily control and supervision. The Custodial Officer is generally a qualified museum professional or discipline specialist. A unit can identify multiple Custodial Officers so that appropriate discipline specialists are assigned to subsets of the unit's museum property holdings. Also, see Responsibilities for Managing Museum Property, Custodial Officer, Paragraph 5.D. of this D&S.
23. **Custody.** Custody means having immediate charge of museum property regardless of whether or not one has sufficient legal interest to lawfully treat the items as part of one's own holdings. For example, a facility has "custody" of Reclamation's museum property via a loan agreement, but Reclamation retains ownership or control of the museum property.
24. **Deaccessioning.** Deaccessioning is the formal process, requiring an Accountable Officer's signature, for the permanent removal of objects and/or specimens from a museum property collection. The Department's standards for deaccessioning are in 411 DM 3.4.F. Also, see Deaccession, Paragraph 15.B. of this D&S.
25. **Deferred Maintenance.** Deferred maintenance is maintenance that was not performed when it should have been or was scheduled and which, therefore, was put off or delayed for a future period (SFFAS No. 6). Deferred maintenance is reported in the Reclamation Performance and Accountability Report and the Summary Report.
26. **Discipline Specialist.** Discipline Specialist is a person (i.e., archaeologist, archivist, art historian, botanist, ethnographer, geologist, historian, paleontologist, or zoologist) with specialized knowledge of one or more of the types of museum property owned, controlled, or administered by Reclamation.
27. **Display Space.** Display space is space located in an administrative office. The Department's standards for managing museum property in storage space can be found in 411 DM 3.3.
28. **Disposal/Disposition.** Disposal is a type of deaccession action; it is the formal term used in property management. Disposition is the term used for removal of NAGPRA items from Federal control.

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29. **Donations.** Donations of property may occur directly from individuals or institutions, or through bequests (a donation through a will). The donor must own the property being donated. See 411DM-MPH, Volume II, Chapter 2, Paragraph C.1., for more information about accepting donations.
30. **Exhibit Space.** Exhibit space is space dedicated to show items for educational, interpretive, or other appropriate purposes. The Department's standards for managing museum property in exhibit space can be found in 411 DM 3.2.
31. **Facility.** Facility is a building or administrative organization that has space or spaces dedicated to the display, exhibit, study, or storage of museum property. A facility provides curation services including managing and preserving museum property according to professional museum and archival practices (see 36 CFR part 79 and 411 DM 3). See also the definitions for Reclamation facility and non-Reclamation facility.
32. **Field Assemblages.** Field assemblages are the items that are the result of a permitted field collection that are listed on a field catalog.
33. **Field Catalog.** Also known as a laboratory catalog, a field catalog is a list of items that are part of a field assemblage and are organized according to the requirements of a research design. This listing may include items recovered during fieldwork or assessed during the evaluation process (e.g., in the laboratory). Where practical, a field/laboratory catalog must possess all of the required data fields of an accessioned catalog record to facilitate direct and complete transfer of data into a catalog record upon accessioning. Field/laboratory catalogs are retained as associated records.
34. **Field Collection.** Field collection is a group of items and/or specimens that were recovered, or collected, as part of a specific data collection activity. Field collections may become museum property, in total or in part, consistent with the unit's Scope of Collection Statement.
35. **Gift.** Gift is defined as a gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value.
36. **Heritage Assets.** Heritage assets are property, plant, and equipment that are unique for one or more of the following reasons: historical or natural significance; cultural, educational, or artistic (e.g., aesthetic) importance; or significant architectural characteristics. Heritage assets consist of collectible heritage assets, such as items gathered and maintained for exhibit or study; and non-collectible heritage assets, such as parks, memorials, monuments, structures, and buildings. Heritage assets generally are expected to be preserved indefinitely (SFFAS No. 29).
37. **Inventory Records.** Inventory records are annual, or other required inventory documents including, but not limited to, lists, certifications, and reconciliations.

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38. **Item.** Item, as used in this D&S, typically means a specimen, an object, or an artifact. A museum property item will be categorized as belonging to one of the following disciplines: archaeology, art, botany, documents (including associated records), environmental samples, ethnography, geology, history, paleontology, or zoology.
39. **Laboratory Catalog.** See Field Catalog.
40. **Loans.** Loans are the temporary transfer (both incoming and outgoing) of custody of property to an appropriate and responsible individual (e.g., a curator, conservator, researcher, Native American religious practitioner, or educator) or organization (e.g., museum, institute of higher education, other governmental agency, or Reclamation unit) for the purpose of exhibition, research, curation, conservation, or other authorized use. Loans are temporary changes in legal responsibility and custody, but not a change in ownership or control.
41. **Maintenance.** Maintenance is the act of keeping assets (including museum property) in acceptable condition. It includes preventive maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life. Maintenance and repair excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than, those originally intended (SFFAS No. 6). Maintenance may change the condition of the asset (i.e., museum property items or facilities).
42. **Museum Property.** Museum Property means accessioned (sensitive, non-capitalized) personal property acquired according to some rational scheme and is to be preserved, studied, or interpreted for public benefit. A unit may have museum property even though it does not have a museum or museum space. Museum property disciplines are identified as archaeology, art, botany, documents (including associated records), environmental samples, ethnography, geology, history, paleontology, and zoology (411 DM 1.1.A.). Museum property must fit within Reclamation's Scope of Collection Statement. Collectively, museum property items may be referred to as a museum collection or collectible heritage assets.
43. **Museum Property Committee.** Museum Property Committee is a small, diverse group that advises unit management on issues relating to the management of museum property. The committee generally is chaired by a Museum Property Lead.
44. **Museum Property Working Subgroup.** The Museum Property Working Subgroup is a subgroup established by the Director, Office of Program and Policy Services (OPPS), under the Cultural Resources Management Working Group that brings issues to OPPS and contributes in the development of policy, D&S, and guidance.

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45. **Museum Records.** Museum Records are official records that are created to manage museum property (e.g., accession, deaccession, catalog, loan, and inventory records). These records must be permanently retained (see RM D&S, *Records and Information Management*, RCD 05-01; and Information Management Handbook [see ENV-3.0 and PRM-10.00]).
46. **NAGPRA Collections.** NAGPRA collections are NAGPRA cultural items which are defined as Native American human remains, associated funerary objects, unassociated funerary objects, sacred objects, and objects of cultural patrimony.
47. **Natural Resources.** Natural resources include botanical, geological, paleontological, and zoological specimens, and environmental samples.
48. **Non-Reclamation Facility.** Non-Reclamation facility is a facility where Reclamation lacks both ownership, and operation and maintenance (O&M) responsibilities (e.g., museum, historical society, university, research center), that houses Reclamation museum property. Non-Reclamation facilities also may include transferred works, which are facilities owned by Reclamation where O&M has become the responsibility of an operating entity (e.g., irrigation district, state, county, city, local customers, managing partner, or others) pursuant to contracts with Reclamation.
49. **Official Records.** Official records includes all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government under Federal law or in connection with the transaction of public business and preserved as appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience, and stocks of publications and of processed documents are not official records (44 U.S.C. 3301).
50. **Ownership.** Ownership means having legal title plus the exclusive legal right to possession. See Ownership of Museum Property, Paragraph 4, of this D&S.
51. **Personal Property.** Personal property means any property, except real property; includes museum property.
52. **Property Management Officer.** Property Management Officer is the Director, Management Services Office (Reclamation Supplements to the FPMR 114S-60.100(w)).
53. **Property, Plant, and Equipment.** Property, plant, and equipment consists of tangible assets, including land, that have estimated useful lives of 2 years or more, are not intended



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- for sale in the ordinary course of operations, and have been acquired or constructed with the intention of being used, or being available for use by the entity (SFFAS No. 6).
54. **Qualified Museum Professional.** Qualified Museum Professional means a person who possesses knowledge, experience, and demonstrable competence in museum methods and techniques appropriate to the nature and content of the museum property under the person's management and care, and commensurate with the person's duties and responsibilities. A Qualified Museum Professional may be a curator, museum specialist, archaeologist, historian, cultural resources management specialist, or similarly trained individual.
  55. **Reclamation Facility.** Reclamation facility is typically a building or structure owned by Reclamation and operated and maintained by Reclamation with its own workforce using appropriated funds from the Congress, revolving funds, or other funding sources (cost sharing, user contributions, user fees, etc.). Facilities owned by an entity other than Reclamation, and where Reclamation maintains O&M responsibilities are also defined as Reclamation Facilities.
  56. **Reference Collections.** See Working Collections.
  57. **Reviewing Official.** A Reviewing Official is a regional director or a director of a Washington/Denver-based office, or their designee. Also, see Responsibilities for Managing Museum Property, Reviewing Official, Paragraph 5.B., of this D&S.
  58. **Scope of Collection Statement (SOCS).** SOCS provides a framework for identifying and maintaining museum property. The SOCS defines the purpose of the collection, and sets limits such as subject, geographical location, and the time period to which each collection and object must relate. Reclamation's SOCS is Appendix C of this D&S.
  59. **Sensitive Property.** Sensitive property is property that is system-controlled, regardless of value, by detailed accountability records.
  60. **Space.** Space refers to the physical location of museum property within a facility. Types of space include storage, exhibit, administrative office, and display.
  61. **Standards.** Standards, as used in this D&S, directly correlate to the Department's required standards for managing museum property in 411 DM 3 and the regulations 36 CFR part 79 for managing archaeological collections.
  62. **Storage Space.** Storage space is space designated for the safekeeping of museum property not currently on exhibit or loan. Storage spaces include laboratories, buildings, annexes, pods, or shops that an administrative organization (facility) either owns or manages. The Department's standards for managing museum property in storage space can be found in 411 DM 3.2.

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63. **Unauthorized Collections.** Unauthorized collections include items that were acquired by unauthorized means from Reclamation lands.
64. **Unit.** Unit is a Reclamation organizational entity (e.g., administrative, regional, area, operations, field, power, facilities, or construction office) that manages museum property.
65. **Washington/Denver-Based Offices.** Washington/Denver-based offices means a Reclamation organizational unit based in Washington, DC or Denver, Colorado.
66. **Working Collections.** Working collections, also known as Reference Collections, are organic or inorganic items maintained by programs within Reclamation for the purpose of education, identification, or ongoing research. These collections are not intended for permanent, long-term preservation; however, some items may be designated museum property at some time in the future. These collections may or may not be maintained to the standards of museum property and may be consumed or disposed of during the analysis process according to established research or collection plans. These collections facilitate the work of scientists who collect and process large quantities of samples or specimens for analysis and other purposes.