

APPENDIX D: SCOPE OF COLLECTION STATEMENT

A. SAMPLE SCOPE OF COLLECTION STATEMENT

The draft Scope of Collection Statement (SOCS) for Patuxent Wildlife Research Center, Fish and Wildlife Service, is included in this section to illustrate a complete unit statement.

DEPARTMENT OF THE INTERIOR
U.S. FISH AND WILDLIFE SERVICE
PATUXENT WILDLIFE RESEARCH CENTER
SCOPE OF COLLECTION STATEMENT

Prepared by:	_____	_____
	Title	Date
Recommended by:	_____	_____
	Director	Date
Approved by:	_____	_____
	Regional Director	Date

Purpose of Scope of Collection Statement

This Scope of Collection Statement serves to define the holdings, present and future, of museum property that contributes directly to the mission of Patuxent Wildlife Research Center (PWRC), as well as those additional holdings that the bureau is legally mandated to preserve. It is designed to ensure that all museum property is clearly relevant to the unit, and to prevent arbitrary growth of the museum property collection.

Departmental Authorities for Museum Property

The Departmental authority to acquire and preserve museum property appears in the following laws and regulations: Federal Property Management Regulations (FPMR) (41 CFR 101); Interior Property Management Regulations (IPMR) (410 Departmental Manual 114-60); DOI Interim Standards for Documentation, Preservation and Protection of Museum Property; Archaeological Resources Protection Act of 1979, (16 USC 470aa-mm) as amended; "Protection of Archaeological Resources", 43 CFR Part 7; Act for the Preservation of American Antiquities, June 8, 1906 (16 USC 431-433); "Curation of Federally-Owned and Administered Archeological Collections", 36 CFR Part 79; National Historic Preservation Act of 1966, as amended (16 USC 470-470t, sec. 110) as amended; "Disposition of Federal Records", 36 CFR Part 1228; Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109); Reservoir Salvage Act of 1960 (16 USC 469-469c); Native American Graves Protection and Repatriation Act of 1990, (NAGPRA)(25 USC 3001-13); Disposal of Records (44 USC 3301 et seq.); Migratory Bird Treaty Act of 1918, as amended (16 USC 703-712); Bald Eagle Protection Act of 1940, as amended (16 USC 668-668d); Endangered Species Act of 1973, as amended (16 USC 1531-1543); Lacey Act of 1900, as amended (18 USC 42; 16 USC 3371-78); Marine Mammal Protection Act of 1972, as amended (16 USC 1361-1407); Federal Records Act of 1950, as amended ("Records Management by Federal Agencies" [44 USC 3101 et seq.]); "Federal Records; General," 36 CFR Part 1220; Information Resource Management, 380 Departmental Manual.

Summary of Bureau Mission

The mission of the Fish and Wildlife Service (FWS) is to conserve, protect and enhance fish and wildlife and their habitats for the continuing benefit of people. The Service has responsibility for migratory bird management; threatened and

endangered species; certain marine mammals; the management of national wildlife refuges, national fish hatcheries, and research stations; and, financial and technical assistance to States, Trust Territories, Native American tribes, and individuals.

The history of maintaining collections in the Fish and Wildlife Service can be traced to the creation of the Section of Economic Ornithology in the Department of Agriculture in 1885. This section evolved into the Bureau of Biological Survey, which was transferred from Agriculture to the Department of the Interior in 1939. In February 1940, the Wildlife Division of the National Park Service was transferred to the Biological Survey and on June 30, 1940, the Bureau of Biological Survey and the Bureau of Fisheries were merged to create the Fish and Wildlife Service.

During its tremendous growth and diversification over the last fifty years, the Fish and Wildlife Service has assumed the responsibility for managing other important museum property collections of artwork, archeological and historical materials, and scientific objects and specimens. Currently, the Service has eight Regional Offices and over five hundred field stations and research facilities, which manage approximately ninety-two million acres of land.

Bureau Authorities for Museum Property

- 1) In addition to the authorities cited above under **Departmental Mandates for Museum Property**, Fish and Wildlife Service programs and museum property can be managed under the following:

Migratory Bird Hunting and Conservation Stamp Act of 1934, as amended (16 USC 718-718h); National Wildlife Refuge System Administration Act of 1966, as amended (16 USC 668dd-668ee); Refuge Recreation Act of 1962 (16 USC 460k-460k-4); Refuge Trespass Act of 1948 (18 USC 41); Fish and Wildlife Coordination Act of 1936, as amended (16 USC 661-667e); Airborne Hunting Act (16 USC 742j-1-742l); National Fish and Wildlife Foundation Establishment Act of 1984, as amended (16 USC 3701-3709); Sundry Civil Act of March 3, 1879 (20 USC 394); Act of March 3, 1885 (23 Stat. L., 353, 354); Act of June 30, 1886 (24 Stat. L., 100, 101); Act of July 14, 1890 (26 Stat. L., 282, 283, 285, 288); Act of August 8, 1894 (28 Stat. L., 264, 265, 267); Act of March 4, 1915 (38 Stat. L.,

1086, 1104, 1105); McNary-McSweeney Act of May 22, 1928 (45 Stat., 699; PL 770, Section 12); Fish and Wildlife Act of 1956, as amended (16 USC 742a-742j, 70 Stat 119); Fish and Wildlife Service Law Enforcement Manual; Part 3: "Investigative Procedures", Chapter 10: "Care, Custody and Control of Seized Property"; Fish and Wildlife Service Property Management Manual - 23 AM 9; Fish and Wildlife Service Property Management Handbook - 1 PMH 9; Fish and Wildlife Service Cultural Resource Management Handbook, Chapter XI; Fish and Wildlife Service Manual, Cultural Resource Management, Part 614 (Proposed); 50 CFR Part 27, Subpart F; Memorandum of Agreement Between the National Museum and the Fish and Wildlife Service, May 10, 1945; Memorandum of Agreement Between the National Museum of Natural History and the Fish and Wildlife Service, May 5, 1953.

- 2) Specific policy directives on the management of museum property by Fish and Wildlife Service offices and programs include the following:

(a) Fish and Wildlife Service Property Management Manual and Handbook.

"The Director of the Fish and Wildlife Service is responsible for:

- (1) implementing Service Personal Property Management policy and procedures in the Interior Property Management Regulations;
- (2) establishing and maintaining a viable Personal Property Management Program consistent with existing statutory requirements and regulations...;
- (3) planning, directing and administering a coordinated and unified program of property management;
- (4) providing Servicewide guidance and program direction, including the maintenance of property accountability records; and
- (5) ensuring that property management reviews are conducted of field locations on a four year cycle to ensure compliance with existing laws and regulations

governing property management." (1 PMH 9.103)

"Museum property" is personal property and must be controlled and maintained within the formal system of accountability as outlined in the Departmental Manual.

(b) Fish and Wildlife Service Administrative Manual - Cultural Resource Management - 5 AM 5.

"Artifacts, survey reports, photographs, and other documentation resulting from surveys must be maintained by the Service according to professional and government standards of scientific curation and records management.

Each Regional Director is responsible for seeking agreements with public and private institutions to accept and curate archives and archaeological collections that are generated by Service activities and acquisitions within their specific areas of jurisdiction."
(5 AM 5.11F)

(c) Fish and Wildlife Service: National Wildlife Refuge System Manual - Cultural Resource Management - 5 RM 16.

"a. Materials and objects collected from cultural resources under the authority of the Archaeological Resources Protection Act, the National Historic Preservation Act, the Antiquities Act, and the Archaeological and Historic Preservation Act shall be maintained according to standards of curation for scientific use and public interpretation as described in 36 CFR 79 and applicable sections of the Department of the Interior and Service manual systems." (5 RM 16.16(A))

"b. As a standard approach, applicable regulatory and Department standards for accessioning and tracking the location, condition, and management of Service collections shall be used.

The Regional Historic Preservation Officer shall be responsible for preparing and maintaining a permanent record of Service-owned collections and arranging for the

inventory of these collections according to Federal regulatory and Department standards.

All cultural resources collected...are the permanent property of the United States Government and must be maintained in an appropriate facility, unless determined otherwise under 43 CFR 7 or the implementing regulations of the Native American Graves Protection and Repatriation Act." (5 RM 16.16(B))

- (d) Fish and Wildlife Service: Law Enforcement Manual; Part 3, Chapter 10, "Care, Custody and Control of Seized Property".

"Once personal property is seized by a FWS officer, the care, custody and control of that property becomes the immediate responsibility of that officer and the seizing agency. This Chapter details the procedures required for seized property storage, chain-of-custody records, transferring seized property to another officer or agency, and inventory accountability." (3 LE 10.1)

- (e) Subchapter C of Title 27 of the Code of Federal Regulations: The National Wildlife Refuge System - Prohibited Acts; Subpart F: Disturbing Violations: Against Nonwildlife Property.

"The destruction, injury, defacement, disturbance, or the unauthorized removal of any public property including natural objects or private property on or from any national wildlife refuge is prohibited." (50 CFR 27.61)

"No person shall search for or remove from national wildlife refuges objects of antiquity except as may be authorized by 43 CFR part 3." (50 CFR 27.63)

- (f) Fish and Wildlife Service Cultural Resource Management Handbook: Chapter XI - Protection/Treatment--Technical Aspects.

"Archival research reports; measured line drawings; architectural quality photographs; archeological specimens, field and analytical records; and final

technical reports are all part of the documentary record and must be preserved or curated in appropriate repositories for future use in research, interpretation, preservation, and resource management activities."
(Chapter XI.D.4.b.(1))

"Archeological specimens and field and analytical records are part of the documentary records of an archeological site. Therefore, they must be curated in appropriate repositories or facilities for future use in research, preservation, and resource management activities."

"(1) Existing collections. For materials collected before January 6, 1984, 'the Regional Historic Preservation Officer is responsible for determining the following information about existing collections:
(a) locations of collections, (b) sizes of collections, (c) conditions of collections and need for stabilization, (d) conditions of the storage facilities, (e) inventories of the specimens in the collections, (f) curation fees, if any'."

"...the Regional Historic Preservation Officer must evaluate collections and determine if they are being maintained in satisfactory condition. If not, the Regional Historic Preservation Officer must ensure that the archeological collections are stabilized and all research and analytical records are maintained in association with the specimens."

"(2) New collections. Materials collected after January 6, 1984, must be '(a)...in curation facilities that have adequate space, technical facilities, and professional personnel; (b) maintained so that their information values are not lost through deterioration, and records are maintained to a professional archival standard; c) accessible to qualified researchers within a reasonable timeframe of having been requested; (d) available for interpretive purposes, subject to reasonable security precautions'."

"(3) Legal considerations. All archeological collections and associated records from sites or Service land are the property of the Federal government."

The Regional Historic Preservation Officer is responsible for developing 'a curation agreement, MOA [Memorandum of Agreement], or contractual agreement for each collection housed in a curatorial facility' that identifies locational and descriptive information and notes specimens that 'may require special treatment because of their cultural significance to specific ethnic or social groups.' 'Material items of high monetary value or potential collection value should be itemized separately and also provided appropriate protective treatment'." (Chapter XI.D.4.c.1-3)

Unit Mission

The Patuxent Wildlife Research Center (PWRC) was established as the Patuxent Research Refuge by Executive Order No. 7514 signed on December 16, 1936. The center was the Bureau of Biological Survey's (now the U.S. Fish and Wildlife Service) principal ecological and experimental wildlife research station or center in the eastern United States. The original mission of the unit was to conduct research to discover ways in which better farming practices could enhance depleted populations of wildlife. Early studies focused on: wildlife food habits; nutritional requirements of gamebirds; measures to maintain and improve aquatic habitats; practices to enhance farm wildlife; diseases of wildlife; and exposures to and impacts of pesticides on wildlife. PWRC's primary mission today is to conduct research of national scope and significance on wildlife. The research program emphasizes:

- ! evaluating the effects of environmental contaminants on wildlife and the environment;
- ! developing information and techniques to accelerate recovery of endangered species; and
- ! developing information and techniques to assess population and habitats of migratory birds, and to improve and enhance management practices.

Acquisition of additional land and development of a visitor information program are expected to significantly expand the PWRC missions. Lands were formerly protected and managed wholly to support needs of the research programs, but various consumptive and nonconsumptive public use programs accrued to PWRC with new

lands transferred from the U.S. Army in 1991. Also, as development of surrounding areas proceeds, the value of the PWRC lands for conservation of regional wildlife populations will continue to grow, resulting in an important conservation mission. The visitor information program under development is expected to substantially increase the role of PWRC in environmental education.

Purpose of the Museum Property Collection

Museum property, whether cultural or natural history, is inherently valuable for the information that it provides about processes, events, and interactions among cultures, individuals and the environment. Placing objects and specimens within a broader context, through research, analysis and documentary records, provides for the greatest benefit and enjoyment by the public. Natural and cultural materials provide baseline data, serving as scientific and historical documentation of the unit's resources and the purposes for which the unit was established.

PWRC's museum property collection, in part, serves to document the history and activities of the center as the first wildlife experiment station of the U.S. Fish and Wildlife Service. A new Visitor Center will extend public understanding of the Center's mission through the exhibition of museum property. In addition, PWRC manages a collection of office art that illustrates the wildlife managed on the site or on its related units across the nation, and serves to remind employees and visitors alike of the resources protected by the FWS.

Certain other types of museum property must be retained in the unit's museum property collection as required by legislative mandate (i.e., archeological collections systematically recovered from Federal lands, and associated field data, records, and reports). Scientific specimens and samples, not consumed in analysis and determined to be appropriate for long-term preservation, and associated field data, records and reports resulting from research conducted on Federal lands, must be retained in the unit's museum property collection. Though the unit currently has no type specimens, any types identified will be deposited at the Smithsonian Institution.

Flowing from the Service and PWRC research missions is the responsibility to maintain scientific materials that document

research activities, sometimes with paper or other records, but often with physical specimens that meet the definitions of museum property. These are demanded by the written and unwritten standards that govern the conduct of research and are intended to provide for the repetition or verification of research findings. Written standards include the Good Laboratory Practices Act (40 CFR 160) which, although primarily concerned with maintenance of raw data files, may require retention of museum materials. Generally accepted purposes of museum materials maintained in support of research include provision to verify the identity of taxa on which data are collected, and provision of opportunity to reanalyze materials that have been measured, examined, or subjected to other forms of analysis. Another purpose for maintaining scientific collections is to aid in investigations by providing preserved biological materials with which living materials can be compared for purposes of identification. Most scientific collections generated at the site have been or will be consumed in analysis, and do not qualify as museum property.

Other laws, regulations, and conventions, pertinent to museum collections at Patuxent Wildlife Research Center include: the 1983 Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); and the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by 19 USC 2601 *et seq.*).

Categories of Museum Property

Categories of museum property and their relationship to PWRC are as follows:

A. Archeological Collections

1. Artifacts and Other Specimens. Archeological collections are generated by research authorized by the Archeological Resources Protection Act of 1979, and in compliance with Section 106 of the Historic Preservation Act of 1966. The archeological collection includes the following:
 - a. materials gathered during a site survey. This collection is maintained by the Maryland Historical Trust in Annapolis, MD; and,
 - b. a small collection of unrelated surface finds,

including projectile points, tools, beads, and jewelry, stored and/or exhibited in the Merriam Laboratory. These materials have no provenience, and serve a solely interpretive function.

2. Associated Records. All records associated with archeological collections must be retained as part of the museum property collection. These records include project-generated documentation (e.g., field notes, maps, drawings and photographs, collections inventories, computer documentation and data, and conservation treatment records).

Additional collections are expected to result from an archeological contract scheduled for completion in 1992; and from work accomplished in compliance with Section 106 of the Historic Preservation Act of 1966.

B. Native American (ethnographic) Collections

The site has no Native American (ethnographic) collections. There are no plans to acquire such items.

C. Artwork

PWRC holds a small collection of office art consisting primarily of wildlife illustrations. The most notable works in the collection are prints by John James Audubon and prints and drawings by Bob Hines. The collection includes a variety of media, including oils, signed prints, and watercolors.

Further accessions in this area will be limited to items illustrating the mission of the Fish and Wildlife Service, including depictions of the wildlife and habitats it manages. Emphasis should be placed on items that pertain directly to the mission and programs of the Patuxent Wildlife Research Center.

D. Historical and/or Scientific Documentation

The unit holds a number of items which are valuable because

they document the administrative history of the unit. Among these are photographs; a tape of the dedication of the Gabrielson Building; a history of the Center written by the first Superintendent, Bruce Morley; and clippings related to the site. Such unique items that document the Center's activities should be included in the museum property collection on a regular basis. Possible additions might include information brochures and guidebooks.

E. Historical Collection (Objects)

Historical collections are categorized as follows:

1. Mounted Natural History Specimens. A few natural history taxidermy specimens, including mammals and birds, are exhibited, primarily in public contact areas. These mounts were acquired solely for exhibit purposes, and lack associated scientific documentation. Additional mounts should be limited to wildlife managed or studied by the Center. For example, mounts of endangered species obtained within the requirements of law and through legitimate channels may be accessioned.
2. The Ira N. Gabrielson Collection. This collection includes: books, awards, medals, and plaques related to the first director of U.S. Fish and Wildlife Service, who was instrumental in the establishment of "Patuxent Research Refuge" as the nation's first wildlife experiment station. Additional items documenting Dr. Gabrielson's involvement with the Center may be acquired.
3. Obsolete Scientific Equipment. A few examples of obsolete scientific equipment deemed important to the history of research and refuge management activities at the Center, including nesting boxes, traps, and bird bands, are represented. Additional objects in this category must have a documentable affiliation with the unit or with the unit's activities off-site; or must be required by an approved exhibit plan.
4. C.H. Merriam Collection. The unit manages a collection of biogeographical maps produced by C.H. Merriam between 1890 - 1910. Additional materials related to the work of Dr. Merriam may be collected.

5. Objects Associated With Eminent Figures. Although no known examples exist, the unit may add to the museum property collection books and other literature that have been autographed or annotated by eminent figures associated with the site, including Rachel Carson, Ira Gabrielson, Lucille Stickel, and Fran Uhler.
6. Visitor Center Exhibits. Objects acquired for the Visitor Center are be limited to those identified in an approved exhibit plan.
7. Historic Vehicle. The site maintains the first FWS airboat. This vehicle will be transferred to an appropriate unit or agency when possible. No other vehicles will be acquired.
8. Historic Firearms. Twenty-two historic pistols and rifles by Colt, Remington, Winchester and other manufacturers, which were used in law enforcement activities on the site from 1900 - 1950, are included in the collection. No further historic firearms will be acquired.
9. Historic Scientific Collections. Some scientific collections at the unit are maintained primarily for their historic, interpretive, and comparative value, rather than for their scientific value. Collecting in this area should emphasize locating reports related to existing specimens, or specimens related to existing reports. These collections include:
 - a. Food habit samples dating from approximately 1889 through the 1940s. These specimens were gathered by early researchers, and illustrate the evolution of scientific field techniques and equipment used at PWRC.
 - b. Sketches and reports from early research studies whose associated collections are missing.
 - c. Vertebrate and invertebrate collections including birds, mammals, and fishes collected as early as 1900, that illustrate range and variation within the species due to seasonal, sexual, and geographic factors.

- d. Herbarium samples collected during the 1940s - 1960s that serve as reference collections for identification, vouchers of past distribution, and examples of developmental stages of plants; and,
- e. Bird sighting records dating from 1900 to the present. These records document bird migration studies, and provide information on range and abundance, and migratory schedules of North American bird species. A representative series of these records, illustrating data-gathering procedures and techniques will be preserved; most of the remaining records will be transferred to microfilm.

F. Scientific Collections

Scientific collections are routinely produced by research projects at the unit, and may potentially constitute the largest and most significant category of museum property managed. They are the only part of the collections that are expected to grow significantly in the future.

Past practice has been for research scientists to accumulate scientific specimens, as dictated by the nature of the research being conducted. Management of these museum properties was largely left to the individual investigators. When investigators left, some specimens were managed and maintained by the center, some were transferred to museums, some were disposed of, and many became lost due to neglect. More recent concern with the effects of the Good Laboratory Practices Act, and with quality assurance in general has led to the appreciation that the center has a responsibility to maintain scientific collections that support documentation of the research studies sponsored by the organization. This category will include:

1. Biological materials (both plants and animals) preserved by a variety of means, including but not restricted to: whole organisms, parts of organisms, materials fixed on microscope slides, extracts of tissues or cells, and certain derivative materials such as chromatogram or sonogram tracings.
2. Materials derived from non-living sources might include such samples as soil, air, or water that might be

significantly involved in research results.

3. Samples of chemicals with which organisms are challenged might also be retained, particularly when their identity was uncertain or incompletely known at the time the research was conducted.
4. Written materials, particularly field or laboratory notes, or reports generated by scientific instruments are managed as museum property when their primary value is derived from the fact that they accompany physical museum materials.

Collections Affected by the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA)

A collection of surface finds includes beads and jewelry that may fall in the NAGPRA defined categories of unassociated funerary objects, sacred objects, or objects of cultural patrimony. This material will be evaluated and addressed in the final draft of this SOCS.

Acquisitions

The unit acquires objects for its museum property collection by gift, purchase, exchange, transfer and field collection. Acquisition of museum property is governed by the unit's ability to manage and preserve it according to the Department of the Interior's Interim Standards for Documentation, Preservation and Protection of Museum Property and applicable bureau/unit policies, guidelines, and manuals.

Uses and Restrictions

A primary consideration in all uses of museum objects and specimens is the conservation of each object in question and the museum collection as a whole. Museum property may be used for exhibits, interpretive programs, and research. The destructive

or intrusive analysis of museum property will follow guidelines established by the Department of the Interior.

Restrictions may be placed on the publication of images or manuscripts in the museum property collection if these materials are subject to copyright, and this right has not been signed over

to the bureau.

Objects in a museum property collection shall be made available to persons for use in religious rituals or spiritual activities in accordance with 36 CFR Part 79, "Curation of Federally-owned and Administered Archeological Collections" and other bureau policies.

Any type specimens identified will be deposited at the Smithsonian Institution.

Management Actions

The Maryland Historical Trust holds archeological collections originating at the PWRC. PWRC materials curated at the Smithsonian Institution, National Museum of Natural History, have been incorporated into that museum's natural history collections. Unit staff will conduct an annual assessment of the condition of items managed by these repositories.

A plan, including a formal Standard Operating Procedure, was drafted for PWRC and approved for scientific collections, but full compliance is limited by lack of adequate funding.

While the interpretive role of the site's museum property specifically related to the Visitor Center is made clear in the approved exhibit plan, Center staff should review and update all pertinent management documents to reflect the role and significance of museum property in the Center's mission.

This Scope of Collection Statement must be reviewed, at a minimum, every two years and, when necessary, revised to remain supportive of and consistent with any changes in the unit's mission and activities. As part of the review process, the unit should ensure that the appropriate discipline specialists review and comment on the SOCS.

B. CHECKLIST FOR EVALUATING A SCOPE OF COLLECTION STATEMENT

This checklist can be used by unit and bureau staff to review a draft or approved Scope of Collection Statement (SOCS). Refer to Departmental Museum Property Handbook, Volume I, Chapter 3, Section B for guidance on writing a statement. Instructions for using this checklist are as follows:

- Check "YES" to indicate that the required statement is in the SOCS, that the statement is correctly worded, and that it is in the appropriate section.
- Check "NO" to indicate that the required statement **does not** appear in the SOCS. The SOCS will need to be revised referring to the Departmental Museum Property Handbook for recommendations.
- Write "N/A" to indicate that the question is **not applicable** to the unit's SOCS.
- Write "ND" for "**Not Determined**" if the answer to the specific checklist question cannot be answered by the reviewer.
- Write "EC" To indicate **editorial comments** will be written on an attached copy of the unit's draft or approved Scope of Collection Statement or in Section H of the checklist.

DEPARTMENT OF THE INTERIOR
CHECKLIST FOR EVALUATING SCOPE OF COLLECTION STATEMENTS

Unit: _____

Draft _____ Approved _____ Date: _____

Reviewed by: _____ Date: _____

YES NO

- A. Does the SOCS have TITLE PAGE _____
1. Does the Title Page include all required signatures and dates? _____
- B. Does the SOCS have an INTRODUCTION SECTION? _____
1. Is the purpose of SOCS stated? _____
2. Does introductory paragraph include statement that describes the purpose of this collection? _____
3. Are DOI authorities to acquire and preserve museum property cited? _____
4. Is the bureau's mission stated? _____
5. Are bureau authorities to manage museum property cited? _____
6. a. Is the unit's mission stated? _____
- b. Is the unit's enabling legislation cited? _____
- c. If applicable, is subsequent unit legislation cited? _____
7. If applicable, is there a statement indicating that museum property collection is mandated by unit's enabling or subsequent legislation? _____

Museum Property Handbook
(411 DM Volume I)
Appendix D

DOI CHECKLIST FOR EVALUATING SOCS - PAGE 2

YES NO

8. Purpose of the Unit's Museum Property Collection:

- a. Are pertinent cultural and natural resource management goals and objectives listed? _____
- b. Are appropriate resource management planning documents (title and date) cited? _____
- c. Are interpretive management documents cited? _____
- d. Are interpretive themes listed? _____
- e. Are interpretive periods listed? _____
- f. Are management documents related to the use of museum property as office art cited? _____

9. Mandated Systematic Collections:

- a. Is a statement, citing the Archaeological Resources Protection Act of 1979, as amended, and 36 CFR Part 79, made that archeological collections are managed as part of the unit's museum property collection? _____
 - b. Is a statement, citing 411 DM museum property management standards, made regarding the preservation of natural history specimens and samples? _____
- Are the following points addressed?
- 1) Specimens and samples not consumed in analysis, _____
 - 2) specimens and samples determined to be appropriate for long-term preservation, and _____
 - 3) associated documentation must be _____

Museum Property Handbook
(411 DM Volume I)
Appendix D

retained in the unit's museum property
collection. _____

DOI CHECKLIST FOR EVALUATING SOCS - PAGE 3

	<u>YES</u>	<u>NO</u>
10. Are other laws, regulations, and conventions relevant to acquisition of museum objects cited?	_____	_____
C. Does the SOCS have <u>CATEGORIES OF MUSEUM PROPERTY SECTION</u> ?	_____	_____
1. Are the major categories identified by the Department of the Interior listed?	_____	_____
2. Are specific object and/or specimen types listed for each collecting category?	_____	_____
3. If appropriate, under each collecting category:		
a. Is current representation of object types noted?	_____	_____
b. Are priorities established to fill identified deficiencies (gaps) in existing collection?	_____	_____
c. Are items that will <u>not</u> be acquired listed?	_____	_____
4. Is the requirement to manage associated records (e.g., field records and reports) listed under:		
a. archeological collections	_____	_____
b. natural history collections	_____	_____
D. Does the SOCS have a <u>NAGPRA SECTION</u> ?	_____	_____
1. If a summary is provided, are the following categories of information given:		
a. kinds of objects	_____	_____
b. estimated number of objects	_____	_____
c. object types	_____	_____
d. geographic location	_____	_____
e. acquisition type	_____	_____

Museum Property Handbook
(411 DM Volume I)
Appendix D

- f. acquisition date _____
- g. cultural affiliation _____

DOI CHECKLIST FOR EVALUATING SOCS - PAGE 4

	<u>YES</u>	<u>NO</u>
2. If a separate document addresses NAGPRA concerns, is it referenced by title and date?	_____	_____
E. Does the SOCS have an <u>ACQUISITION SECTION</u> ?	_____	_____
1. Does the section list types of acquisitions?	_____	_____
2. Does the section include a statement that acquisition of objects is governed by the unit's capability to preserve its museum property collection in accordance with DOI standards for documentation, preservation, and protection?	_____	_____
3. Does the section reference applicable bureau policies and standards?	_____	_____
F. Does the SOCS have a <u>USES AND RESTRICTIONS SECTION</u> ?	_____	_____
1. Is there a description of desired and acceptable uses?	_____	_____
2. Is there a statement regarding conservation as a primary consideration when determining uses?	_____	_____
3. Does the section state consultation requirements for uses of museum property that has significance for Native Americans and is collected under Federal permit?	_____	_____
4. Does the section identify any restrictions on uses of museum collection?	_____	_____
5. Does the section state that it is Departmental policy to accept only unrestricted gifts?	_____	_____
6. Does the section state the DOI policy relevant to disclosure of information on location, nature, and character of archeological resources?	_____	_____
7. Is there a statement regarding use of objects	_____	_____

Museum Property Handbook
(411 DM Volume I)
Appendix D

subject to copyright?

DOI CHECKLIST FOR EVALUATING SOCS - PAGE 5

- | | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| G. Does the SOCS have a <u>MANAGEMENT ACTIONS SECTION</u> ? | _____ | _____ |
| 1. Are there statements that require the following: | | |
| a. Review of SOCS at a minimum every two years? | _____ | _____ |
| b. SOCS remain supportive of and consistent with unit's mission? | _____ | _____ |
| c. List of repositories holding unit's museum property and management actions required on the part of the unit? | _____ | _____ |
| H. <u>Comments/Recommendations to the Unit</u> (If needed, attach additional pages.) | | |

Number each comment included in Section H to correspond with the applicable checklist question.