

**APPENDIX E: CHECKLIST FOR PRESERVATION, PROTECTION, AND
DOCUMENTATION OF MUSEUM PROPERTY**

A. THE CHECKLIST

Use the "Checklist for Preservation, Protection, and Documentation of Museum Property" to inspect and evaluate storage and exhibit spaces and administrative offices that house museum property. It is designed as a management tool to help bureaus evaluate how successfully they are preserving, protecting, and documenting the museum property in their custody. The Checklist contains three parts:

- Part I Bureau Checklist for Preservation, Protection, and Documentation of Museum Property
- Part II Unit Checklist for Preservation and Protection of Museum Property
- Part III Unit Checklist for Documentation of Museum Property

B. INSTRUCTIONS

1. Check "yes" or "no" after each requirement. A "no" response indicates a deficiency at one or more facilities. Use the "Comment" spaces to briefly describe the location of the deficiency. For example, paintings may be on display in 6 administrative offices. List only spaces where the specific deficiency occurs. A unit may store museum property in two facilities or two spaces within a facility. If a key control deficiency is identified in only one space, use this comment section to describe the location of the deficiency (Example: Building #2, Room #5 - issuance of keys not controlled by receipt).
2. If additional space is required, describe deficiencies under "additional comments" on page 16. Key additional information to checklist number (e.g., E.4 [Continued]).
3. Part I can be complete by the bureau to provide information on Bureauwide policies and procedures.
4. Part II can be completed at the unit level as a self-assessment on the status of preservation and protection of the museum property in their custody. Basic requirements to meet preservation and protection standards are listed under

the headings:

- # storage
- # exhibits
- # administrative offices
- # environment
- # security
- # fire protection
- # housekeeping
- # planning
- # staffing

Use the checklist to inspect and evaluate the conditions in administrative offices, storage spaces, and exhibit spaces.

5. Part III can also be completed at the unit level as a self-assessment of the status of documentation and accountability for museum property in their custody.

NOTE: Unit = a bureau organizational entity (e.g., administrative unit, office, park, center, laboratory, site, repository, refuge, or accountability area).

**PART I - BUREAU CHECKLIST FOR PRESERVATION, PROTECTION, AND
DOCUMENTATION OF MUSEUM PROPERTY**

A. AUTHORIZATION

1. There is legislation that covers the acquisition, protection, preservation and use of museum collections by the bureau. YES___ NO___
2. The bureau has a formally adopted, written collections management policy. If yes, when was this policy adopted: last revised: YES___ NO___

B. GENERAL PLANNING DOCUMENTS

1. There are general and resource management planning documents or processes that pertain to or mention planning, interpretation, and research of museum property. YES___ NO___

If yes, identify the types of documents:

2. There are bureau collection management planning documents, processes, and procedures solely pertaining to the management of museum property. YES___ NO___
3. There are unit-specific collection management and planning documents and procedures pertaining to the management of museum property. YES___ NO___

C. TRAINING

1. The bureau provides access to training courses in museum preservation, protection, and documentation. YES___ NO___

If yes, describe courses, giving the most recent date offered, and indicate who takes the training:

2. The bureau periodically issues information on museum preservation, protection, and documentation training opportunities offered by other governmental or non-governmental agencies. YES___ NO___

If yes, describe:

D. COMMENTS:

**PART II - UNIT CHECKLIST FOR PRESERVATION AND PROTECTION OF
MUSEUM PROPERTY**

A. ADMINISTRATIVE OFFICES

Check the appropriate response to the following question:

Is artwork or other museum property (e.g., furniture) on display in one or more administrative offices of the unit? YES___ NO___

If yes, complete this section of the checklist.

1. Issuing keys to office spaces housing museum property is strictly controlled by the use of a signed hand receipt. YES___ NO___

Comment:

2. Opening and closing procedures are written, approved, and practiced. YES___ NO___

Comment:

3. If time allows in a pending disaster (e.g., storm, flood, or fire), there are instructions that provide guidance for the safe and secure evacuation of artwork. YES___ NO___

Comment:

4. Smoking is prohibited in offices housing museum property. YES___ NO___

Comment:

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5. Levels of relative humidity and temperature are monitored and recorded. YES___ NO___
Comment:
6. The placement of artwork is away from heating and air-conditioning vents. YES___ NO___
Comment:
7. The visible spectrum of light is monitored for illuminance level and duration, is controlled, and meets the requirements outlined in the interim standards. YES___ NO___
Comment:
8. The placement of artwork is such that outside light does not directly fall on object(s). YES___ NO___
Comment:
9. Ultraviolet radiation is controlled by a filtering material that has UV absorbing properties. YES___ NO___
Comment:
10. Handling and dusting of museum property is performed only by staff who have received appropriate training. YES___ NO___
Comment:
11. Artwork is properly framed and is securely hung on the wall. YES___ NO___

Comment:

12. Three-dimensional materials are displayed in areas that minimize accidental damage. YES___ NO___

Comment:

13. Through a Conservation Survey (collection condition survey), conservators have provided the unit a condition assessment of artwork and other museum property and guidance on setting priorities for care and conservation treatment. YES___ NO___

Comment:

B. STORAGE

Check the appropriate response to the following question: Is museum property stored in a facility located within the unit? If yes, complete this section of the checklist. YES___ NO___

Dedicated Purpose:

1. The museum storage area is used solely for storage of museum property. YES___ NO___
2. The curatorial office, research, and work areas are separated from the museum storage space. YES___ NO___
3. Flammable liquids and materials, curatorial forms and supplies, and audiovisual equipment and other interpretive materials are stored in an appropriate safety cabinet located outside the storage space. YES___ NO___

Comment:

Physical Space:

4. The space is outside the 100-year floodplain. YES___ NO___

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Comment:

5. The space is in an area that will not flood if pipes break, drains back up, or roofs leak. YES___ NO___

Comment:

6. The space is appropriately insulated to help maintain stable environmental conditions. YES___ NO___

Comment:

7. If space has windows, they are blocked (e.g., covered with plywood sheets) and insulated. YES___ NO___

Comment:

8. Space has as few doors as possible to enhance security and environmental control, but has enough to meet requirements for employee safety. YES___ NO___

Comment:

9. Space is as free of water, steam, drain, and fuel pipes as is practical. YES___ NO___

Comment:

10. Space is free of water, gas, or electric meters, electrical panels, and utility valves that require monitoring and servicing by non-curatorial personnel. YES___ NO___

Comment:

11. Space is sufficient for the movement of staff, equipment, and objects in and out without hindrances (e.g., low ceilings; inadequately sized doors; or narrow, winding, or steep stairways). YES___ NO___

Comment:

12. Space is large enough to accommodate the current museum property and any anticipated growth. YES___ NO___

Comment:

13. Space is organized in a way that allows for easy access to museum property and use of proper storage equipment. YES___ NO___

Comment:

Methods and Techniques:

14. Sufficient equipment (e.g., quantities, sizes, and appropriateness of cabinets, shelving units, and specialized racks) is used to store and contain museum property without crowding. YES___ NO___

Comment:

15. Storage cabinets are in good condition (e.g., are free of rust, have gaskets intact to provide good sealing action, have smoothly operating doors) and have working keyed or combination lock mechanisms. YES___ NO___

16. Storage cabinet drawers are loaded within the manufacturer's recommended weight capacity. YES___ NO___

17. Storage cabinets are not stacked more than two high. YES___ NO___

Comment:

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18. Open shelving is free of burrs, splinters, exposed nails, screws, and bolts that can damage museum materials. YES___ NO___

19. Museum property that is stacked is protected by appropriate containers or cushioning materials. YES___ NO___

Comment:

20. Storage cabinets and shelving units are raised off the floor at least 2 inches, if on casters or appliance rollers, or at least 4 inches, if stationary, as a precaution against potential flooding and to facilitate cleaning of floors and inspection for pest problems. YES___ NO___

Comment:

21. Open shelving is stabilized to prevent it from tipping over. YES___ NO___

Comment:

22. The unit is in an earthquake-prone area. If yes, answer item 23. YES___ NO___

23. Restraining bars or elastic cords are attached to edges of shelves to prevent objects from falling off shelves during an earthquake. YES___ NO___

Comment:

24. Closed cell polyethylene foam is used in storage cabinet drawers and on shelving to cushion objects. (Exception: If natural history specimens are to be used for analysis of organic chemicals, no kind of plastic is used in storage containers.) YES___ NO___

25. Objects in storage cabinets are placed in

specimen trays, padded or otherwise prevented from shifting when drawers are opened and closed. YES___ NO___

26. Storage containers (e.g., boxes, envelopes, and herbarium folders) are made of archival quality materials. YES___ NO___

Comment:

27. Wet specimens are stored in a space that provides appropriate ventilation. Spaces and/or cabinets housing wet specimens that have been treated with pesticide and rocks or minerals that are radioactive are identified by a health/safety sign. YES___ NO___

Comment:

28. Wet specimens are stored in a manner that prevents cross-contamination of preservatives by fumigants. YES___ NO___

Comment:

C. EXHIBITS

Is museum property exhibited in a facility located within the unit? If yes, complete this section of the checklist. YES___ NO___

1. Exhibit plans are reviewed to ensure that preservation and protection needs of museum property are adequately addressed. YES___ NO___

Comment:

2. Exhibit cases are designed and fabricated in a manner that ensures the security and preservation of museum property (i.e., minimizes heat build up; controls light, relative humidity, and dust levels; and prevents access by insects). YES___ NO___

Comment:

3. Exhibit cases are designed and fabricated

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in a manner that facilitates maintenance(i.e., ease of access for inspection, inventory, cleaning, and rotation of sensitive materials).

YES___ NO___

Comment:

4. Where needed, mounts constructed of museum quality materials are used to support objects and specimens.

YES___ NO___

Comment:

D. ENVIRONMENT

Temperature and Relative Humidity:

1. Levels of relative humidity and temperature in storage and exhibit spaces are monitored on a daily basis to provide an accurate and complete picture of all changes in both of these environmental factors during each year.

YES___ NO___

2. A record of daily observations, noting occurrences such as unusual exterior climatic conditions, a leaky roof, re-calibration of equipment, or an unusual visitation pattern, is maintained to help explain any variations in relative humidity and temperature readings.

YES___ NO___

3. Records of relative humidity and temperature readings and of daily observations are permanently retained in the unit's files.

YES___ NO___

4. Records of relative humidity and temperature readings and of daily observations are reviewed and analyzed monthly to determine relative humidity and temperature highs, lows, means, and the frequency and extent of fluctuations.

YES___ NO___

Comment:

Light:

5. The visible spectrum of light is

monitored for illuminance level and duration, is controlled, and meets the requirements defined in the interim standards.

YES___ NO___

E. SECURITY

Key Control:

1. Keys to storage spaces and exhibit cases are issued only to those employees having direct responsibility for museum property.

YES___ NO___

2. Issuing of keys to museum storage spaces and exhibit cases is strictly controlled by the use of signed hand receipts.

YES___ NO___

Comment:

Access Control:

3. Written, approved procedures for controlling access to the property by non-curatorial staff, outside researchers, and visitors are implemented.

YES___ NO___

4. All researchers, visitors, and non-curatorial staff who enter the storage area are escorted at all times by unit staff.

YES___ NO___

5. A visitor/researcher sign-in log is used to record names and addresses of visitors, the date of visit, the time entered and departed, and the reason for the visit.

YES___ NO___

Comment:

6. Opening and closing procedures for museum spaces housing museum property are written, approved, and practiced.

YES___ NO___

Comment:

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7. Museum property in exhibit spaces is given additional protection at times of high risk, such as during times of visitor crowding or of special event activities.
YES___ NO___
Comment:
8. The special needs of museum property are incorporated into the unit's emergency plan.
YES___ NO___
Comment:
9. Entrances to spaces housing museum property are equipped with metal or solid-core wood doors that have dead bolt locks.
YES___ NO___
Comment:
10. Intrusion alarm systems appropriate to the risks involved and to the nature of the museum property are operable in spaces housing museum property.
YES___ NO___
Comment:
11. Installed intrusion alarm systems are inspected and maintained on a regular schedule to ensure that they are fully operational. (If unit has no intrusion alarm systems, print "N/A" indicating not applicable after the "NO" response.)
YES___ NO___
Comment:
12. Small, highly sensitive, and valuable museum materials, and natural history type specimens housed in museum storage spaces are kept in cabinets with keyed or combination locks.
YES___ NO___
Comment:

13. Irreplaceable, particularly sensitive, and valuable museum property used in exhibits is protected in cases or by other means that provide protection from theft or vandalism without making access impractical. YES___ NO___

Comment:

F. FIRE PROTECTION

1. Fire detection and suppression systems appropriate to the risks involved, to the nature of the museum property, and to the structure housing the museum property are operable. YES___ NO___

2. Fire detection and suppression systems are inspected and maintained on a regular schedule to ensure that they are fully operational. (If the unit has no fire detection or suppression systems, print "N/A" indicating not applicable after "NO" response.) YES___ NO___

Comment:

3. An appropriate number and type of fire extinguishers are installed according to the anticipated types of fires, the nature of the museum property, and the size of the protected area. YES___ NO___

4. Fire extinguishers are inspected annually to ensure that they are operational. (If the unit has no fire extinguishers, print "N/A" indicating not applicable after "NO" response.) YES___ NO___

5. Staff are trained in the use of fire extinguishers. YES___ NO___

Comment:

6. Museum property on top of shelving or storage cabinets does not obstruct the discharge heads for fire suppression systems and is not closer than 18" to the ceiling. YES___ NO___

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Comment:

7. Structures and spaces housing museum property (e.g., walls, floors, ceilings, doors, and windows) are made fire-resistant to the extent possible, given the nature of the structure. YES___ NO___

Comment:

8. Flammable liquids and materials are housed outside museum storage spaces and, regardless of where stored, such materials are housed in approved flammable storage cabinets with proper ventilation. YES___ NO___

Comment:

9. The special needs of museum property are incorporated into the unit's fire plan. YES___ NO___

Comment:

G. HOUSEKEEPING

1. Housekeeping in museum property spaces is performed according to an established schedule. YES___ NO___

Comment:

2. Unit-specific general rules and procedures are written to provide guidance on handling and housekeeping. YES___ NO___

Comment:

3. Smoking, drinking, and eating in museum storage and exhibit spaces are prohibited in writing. YES___ NO___

Comment:

4. Relative humidity and temperature monitoring equipment is calibrated quarterly. YES___ NO___

Comment:

5. If a hygrothermograph is used to monitor relative humidity and temperature, it is regularly maintained (e.g., linkage is cleaned and ink is replenished). (If a hygrothermograph is not used, print "N/A" indicating not applicable after "NO" response.) YES___ NO___

Comment:

H. PLANNING

1. The unit has an approved plan for managing and preserving museum property. (If yes, indicate the title and approval date under comment.) YES___ NO___

Comment:

2. Through a conservation survey (collection condition survey), conservators have provided the unit an assessment of the condition of museum property on exhibit and in storage, and guidance on setting priorities for conservation treatment. YES___ NO___

Comment:

I. STAFFING

1. Unit staff have been assigned curatorial responsibilities to ensure the preservation and protection of museum property. YES___ NO___

Comment:

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2. Unit staff have received training in the preservation and protection of museum property.

YES___ NO___

Comment:

PART II - UNIT CHECKLIST FOR DOCUMENTATION OF MUSEUM PROPERTY

A. GENERAL PLANNING DOCUMENTS

1. The unit has general and resource management planning documents or processes that pertain to or mention planning, interpretation of, and research on museum property. YES___ NO___

If yes, identify the documents:

B. COLLECTION MANAGEMENT DOCUMENTS AND PROCEDURES

1. The unit has bureau-specific written procedures governing the accessioning, cataloging, and disposal of its museum property. YES___ NO___
2. The unit has unit-specific written procedures governing the acquisition and management of its museum property. YES___ NO___

If yes, indicate whether the procedures provide for the following:

- a. Accessioning (property term = Acquisition) YES___ NO___
- b. Cataloging (property term = Identification) YES___ NO___
- c. Lending YES___ NO___
-Incoming loan YES___ NO___
-Outgoing loan YES___ NO___
- d. Physical Inventory YES___ NO___
- e. Reconciling losses YES___ NO___
- f. Deaccessioning (property term = Disposal)
- g. Risk management, such as reducing risks to collections, and insurance YES___ NO___
- h. Access to collections and collections information YES___ NO___
- i. Other, describe: YES___ NO___
3. These unit-specific procedures are in conformance with bureau policy and are officially approved by the unit manager, if written at the unit level, or Bureau Head, if written at the bureau level. YES___ NO___

4. The unit-specific procedures cited in 1 & 2 are periodically reviewed by bureau headquarters, region, or unit staff. If yes, how often _____ and by whom: _____ (title) _____ (unit) YES___ NO___

5. Collection management responsibility is assigned to a person on the unit staff. YES___ NO___

6. Responsibility for collection management is reflected in the unit's work plan. YES___ NO___

7. Responsibility for collection management is reflected in staff position descriptions. YES___ NO___

C. SCOPE OF COLLECTION STATEMENT

1. The unit has an approved Scope of Collection Statement or equivalent document. If yes, complete #2-6:

2. The Scope of Collection Statement states the purpose of the museum property collection. YES___ NO___

3. The Scope of Collection Statement describes the types of museum property that are appropriate to the unit's stated purpose. YES___ NO___

4. The Scope of Collection Statement identifies all appropriate legislation, regulations, policies, and conventions relevant to museum property. YES___ NO___

5. The Scope of Collection Statement identifies Department, Bureau, and unit specific policies and procedures relevant to the accessioning and use of museum property. YES___ NO___

6. The unit holds only museum property that is covered by the Scope of Collection Statement. YES___ NO___

D. DOCUMENTATION STORAGE AND PRESERVATION

1. Collection documentation records (e.g., accession, catalog, and deaccession records) are kept for all museum property. YES___ NO___

2. Collection documentation records (e.g., field notes, accession, and catalog

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- records) are housed in association with the collections. If no, indicate where housed: YES___ NO___
3. Field generated records (i.e., those documents generated in the field at the time of collecting museum property such as archeological or scientific collections) are housed in association with the collections. If no, describe where housed: YES___ NO___
4. Documentation exists for the unit's collections in only one museum property system. If no, describe the additional systems in use: YES___ NO___
5. Only archival quality materials (e.g., acid-free paper) are used for collection documentation. Indicate percentage of total collection documentation using archival quality material ___% . YES___ NO___
6. The collection records are housed in a room with written access procedures. YES___ NO___
7. There are archivally-sound photocopies, stored off-site, of all one-of-a-kind collection records (accession and catalog) stored off-site. YES___ NO___
8. Museum property management records (e.g., accession and catalog records) are identified on the bureau records disposition schedule as being retained by the Bureau. YES___ NO___
9. All paper accession and catalog collection records are kept in a lockable, insulated safe, file, or vault that will maintain an interior temperature of less than 350 degrees F during one-hour exposure to temperatures of at least 1700 degrees F, or an equivalent. If an equivalent is in use, describe: YES___ NO___
10. If the container noted above is housed on a level of a building above ground level, the container is also rated to withstand a drop of 30 feet. YES___ NO___
11. Magnetic media (floppy disks, tapes),

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backup collection data files, video tapes, and slides are stored in a lockable, insulated safe, file, or vault that will maintain an interior temperature of not more than 125 degrees F, or in a vault with equivalent or better protection. YES___ NO___

12. A disaster recovery plan is in place for collection documentation records. YES___ NO___

E. ACCESS TO RECORDS

1. Written procedures are implemented to control access to the museum property records by non-curatorial staff, and visitors/researchers. YES___ NO___

2. A visitor sign-in log is used to record names and addresses of visitors, date of visit, time and the purpose of the visit. YES___ NO___

3. A statement of copyright restrictions is made available with the visitor sign-in log. YES___ NO___

4. Provision has been made to restrict access to data protected by the Archeological Resources Protection Act (ARPA) and by other pertinent laws and regulations. YES___ NO___

F. ACCESSIONING (Acquisition)

1. There are established procedures to accept museum property into the collection. If yes, describe procedures and identify the directive: YES___ NO___

2. A staff member is formally authorized to accept museum property into the collection. If yes, give title: YES___ NO___

3. All museum property is accessioned or formally accepted into the collection. If yes, describe procedures: YES___ NO___

Accession Book:

4. A bound accession book (or receiving log) made of archivally-sound paper (rag paper) is used to register and accession all incoming museum property. YES___ NO___

If yes, complete #5-7. Does the accession book provide for the following:

5. Consecutive entries and pages. YES___ NO___
6. Record of sources of accession and how acquired. YES___ NO___
7. Recording multiple objects/specimens in a single accession transaction when appropriate. YES___ NO___
8. A copy (e.g., photocopy or microfilm) of the accession book is stored away from the unit location. YES___ NO___

Accession Receiving Report:

9. An Accessioning Receiving Report or equivalent document is completed for each accession. YES___ NO___

Accession Folder and Contents:

10. An accession folder or an equivalent is used to file accession documents. YES___ NO___
11. All accession files contain proof of legal title or authorization for possession (e.g., deed of gift, and an official government transfer of property form) for each accession. If no, indicate the percentage of total accessions for which there is proof of title or authorization: YES___ NO___
12. Correspondence on the accession is filed in the appropriate folder. YES___ NO___
13. Each accession has an Accession Receiving Report or equivalent document. YES___ NO___
14. Each multiple-item accession has an inventory of items. YES___ NO___

Accession and Related Forms in Use:

The unit uses the following forms to document museum property:

15. Requisition YES___ NO___
16. Receiving Report or Accession Receiving Report or equivalent form YES___ NO___
17. Transfer of Property YES___ NO___
18. Receipt for Property YES___ NO___
19. Inventory of Property YES___ NO___

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20. Case Incident Report YES___ NO___
21. Report of Survey YES___ NO___

- List other forms in use:

Attach a sample of each accession and related form currently in use or under development (in draft).

G. CATALOGING (Identification)

Catalog cards-paper copy:

1. Catalog cards are generated for museum property. If yes, complete the following: YES___ NO___
2. Catalog cards are completed in multiple copies. If yes, indicate how many and how they are filed: YES___ NO___
3. Up-to-date duplicates of catalog cards are maintained off-site. YES___ NO___

Attach a sample of each type of catalog card currently in use or under development (draft). YES___ NO___

Catalog data:

4. Discipline-specific data are recorded (e.g., data specific to archeological, biological or geological collections). YES___ NO___
5. Physical description is recorded. YES___ NO___
6. Object and/or specimen condition data are recorded. YES___ NO___
7. Storage location data are recorded. YES___ NO___
8. If yes to 7, storage location data is updated when objects are relocated. YES___ NO___
9. Appraisal values are recorded for collections with market value, such as paintings and Native American materials. If yes, indicate what percentage of the objects with market value have been appraised: YES___ NO___

_____ % in last 5 years; _____ % in last 10 years; _____ % in last 25 years

Catalog folders:

10. A catalog folder is used to file additional materials on a specific object/specimen when needed. If yes, the folder contains the following: YES___ NO___
- 11. Research data YES___ NO___
 - 12. Field-generated records YES___ NO___
 - 13. Other (describe): YES___ NO___
14. Object condition reports are completed by curatorial staff. If yes, indicate the percentage of objects for which condition reports have been completed:_____ YES___ NO___
15. Object conservation and/or treatment reports are completed by professional conservators. YES___ NO___

H. IDENTIFICATION OF MUSEUM PROPERTY AND RECORDS

1. Museum property is marked with correct identifying catalog numbers. YES___ NO___
2. Numbering (identification) of museum property is done with reversible marking materials (i.e., the number can be removed without damaging the object). Please describe procedure: YES___ NO___
3. Associated documents filed in Accession or Catalog folders carry accession and/or catalog numbers in pencil. YES___ NO___

I. INVENTORY RECORDS

1. Collection inventories are conducted annually. YES___ NO___
2. A baseline 100% inventory has been done. If yes, date last done: YES___ NO___
3. Approved random sample inventories are completed. YES___ NO___
4. There is a category of controlled property that, because of intrinsic value, monetary value, or vulnerability, is tracked more rigorously than other museum property. If yes, describe: YES___ NO___
5. When museum property is missing, a record is made. If yes, list record form number: YES___ NO___

6. When museum property is damaged, a record is made. If yes, list record form number: YES___ NO___
7. Reports of survey are completed for all missing museum property. YES___ NO___
8. Reports of survey are completed for all damaged museum property. YES___ NO___

J. LOAN RECORDS

Incoming loans

1. Written incoming loan procedures are in place.
2. If the unit has incoming loans that are currently in effect, list the number of incoming loans and the total number of items in incoming loans. YES___ NO___
- Number of current incoming loan transactions: _____
Total number of items on all current incoming loans: _____

Outgoing loans

3. Written outgoing loan procedures are in place. YES___ NO___
4. The unit has made outgoing loans that are currently in effect. If yes, indicate the number of outgoing loan transactions, and list the total number of items in outgoing loans. YES___ NO___
- Number of current outgoing loan transactions: _____
Total number of items on all current outgoing loans: _____

K. PHOTOGRAPHS

1. The unit has a program to photograph, for record purposes, unique objects and/or specimens in the collections. If yes, indicate the percentage of collections that have been photographed: _____ YES___ NO___

L. AUTOMATION

1. All or part of the museum documentation

system is automated. If yes, indicate the types of documentation automated and the percentage of collection for which automated records exist:

YES___ NO___

DOCUMENTATION AND % AUTOMATED

Accession Records

Catalog Records

YES___ NO___

Physical Inventories

Loan Records

Incoming_____

Outgoing_____

Describe system software:

Describe system hardware:

M. DEACCESSIONING (Disposal)

1. The unit deaccessions (disposes of) museum objects. If yes, answer #2-6.
2. Written deaccessioning procedures are in place.
3. A staff member recommends museum property for deaccessioning.
4. Written approval for deaccessioning is obtained. If yes, check the approval authority below (check one):

YES___ NO___

YES___ NO___

YES___ NO___

Unit Head _____

Regional Director _____

Bureau Head _____

Unit Committee _____

Regional Committee _____

Bureau Committee _____

Other _____

Describe:

5. Deaccessioning authority exists in law or regulations. If yes, cite the authority: YES___ NO___
6. The unit has the authority to deaccession using the following means (check all that are applicable):
- | | | | |
|---|---|--------|-------|
| # | Transfer to other unit in Bureau | YES___ | NO___ |
| # | Transfer to other bureau in DOI | YES___ | NO___ |
| # | Transfer to other Federal entity | YES___ | NO___ |
| # | Exchange with non-Federal Institution | YES___ | NO___ |
| # | Sale to non-Federal Institution | YES___ | NO___ |
| # | Gift to non-Federal Institution | YES___ | NO___ |
| # | Sale to individuals or entities other than non-Federal Institutions | YES___ | NO___ |
| # | Exchange with individuals or entities other than non-Federal Institutions | YES___ | NO___ |
| # | Repatriation | YES___ | NO___ |
| # | Discard or Destruction | YES___ | NO___ |

N. STAFFING

1. Unit staff have been assigned curatorial responsibilities to ensure the documentation of museum property. YES___ NO___
2. Unit staff have received training in the documentation of museum property. YES___ NO___

Additional Comments (use additional pages if necessary):