

Reclamation Manual

Directives and Standards

Subject:	Museum Property Management
Purpose:	To ensure proper and consistent management of the Bureau of Reclamation's museum property in compliance with Federal laws, regulations, and the Department of the Interior initiatives. The benefit of this Directive and Standard (D&S) is improved accountability through accurate reporting and consistency in managing museum property, and completion of required administrative actions in Reclamation's Museum Property Program. It also provides increased opportunities for public access to, and use of, museum property.
Authority:	<p>Antiquities Act of 1906 (16 U.S.C. 431-433); Reservoir Salvage Act (RSA), as amended (16 U.S.C. 469-469c-2); Archaeological and Historic Preservation Act (AHPA), as amended (16 U.S.C. 469-469c-2); National Historic Preservation Act of 1966 (NHPA), as amended (16 U.S.C. 470 et seq.); Archaeological Resources Protection Act of 1979 (ARPA), as amended (16 U.S.C. 470aa-mm); Native American Graves Protection and Repatriation Act (NAGPRA) (25 U.S.C. 3001 et seq.); Paleontological Resources Preservation Act (PRPA) (16 U.S.C. 470aaa-aaa-11); Curation of Federally-Owned and Administered Archaeological Collections (36 CFR part 79); Interior Property Management Directives supplement to the Federal Property Management Regulations (FPMR) (41 CFR part 101) and Reclamation Supplements to the FPMR 114S-60; Preservation of American Antiquities (43 CFR part 3); Protection of Archaeological Resources (43 CFR part 7); NAGPRA Regulations (43 CFR part 10); Personal Property Management, Departmental Manual (DM) Part 410; and Managing Museum Property, 411 DM.</p> <p>The <i>Statement of Federal Financial Accounting Standards</i> (SFFAS) by the Federal Accounting Standards Advisory Board provides requirements for accounting and reporting museum property in:</p> <ol style="list-style-type: none">(1) SFFAS No. 6 – Accounting for Property, Plant, and Equipment (PP&E);(2) SFFAS No. 8 – Supplementary Stewardship Reporting;(3) SFFAS No. 14 – Amendments to Deferred Maintenance Reporting (amends SFFAS 6 and 8); and(4) SFFAS No. 29 – Heritage Assets and Stewardship Land.
Approving Official:	Director, Policy and Administration
Contact:	Land Resources Division, 84-53000

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1. **Introduction.** The United States Government owns a category of stewardship PP&E known as collectible heritage assets, and more commonly referred to as museum property. Reclamation owns, controls, or administers museum property on behalf of the United States Government. The Department requires bureaus to establish museum property programs in response to a 1987 General Accounting Office (now the Government Accountability Office) report that cited Government-wide lack of accountability for museum property. In addition, a 1990 Office of Inspector General audit report of the Department's accountability and control over artwork and artifacts, found the Department possessed a material weakness with respect to managing museum property. In 1993, the Department created 411 DM and a guidance handbook for managing museum property (411 DM Museum Property Handbook (411 DM-MPH)). Museum property continues to be a visible asset within the Department with measurable output data tracked for both the Government Performance and Results Act (GPRA) and Activity Based Costing/Management (ABC/M) initiatives.
2. **Applicability.** This D&S applies to all employees in regional and directorate offices with museum property responsibilities.
3. **Definitions.** See Appendix A for a list of abbreviations and acronyms, and Appendix B for a list of definitions used in this D&S.
4. **Responsibilities for Managing Museum Property.**
 - A. **Federal Preservation Officer (FPO).** The FPO provides oversight and is responsible for managing Reclamation's Museum Property Program. The FPO exercises program oversight responsibilities in the following manner:
 - (1) **Oversight.** Provides overall program administration and coordination.
 - (2) **Policy Development.** Develops and periodically updates Reclamation's policy, D&S, and guidance for managing museum property, as per the schedule established in the Reclamation Manual (RM) D&S, *Reclamation Manual (RM) Release Procedures*, RCD 03-01.
 - (3) **Strategic Planning.** Develops Reclamation's Collection Management Plan (CMP) and other strategic planning documents.
 - (4) **Reporting Requirements and Analysis.** Identifies required reports and establishes internal procedures and schedules for meeting report content requirements and deadlines. Maintains, analyzes, and provides data submitted by Reclamation units for inclusion in, but not limited to, the Agency Financial Report, the Museum Property Management Summary Report (Summary Report), GPRA, and ABC/M documents.

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- (5) **Information Access.** Maintains access to information on Reclamation's museum property through various media.
 - (6) **Review and Comment.** Provides review and comment on regional draft museum property management documents for suitable coverage of, and adherence to, Reclamation's museum property management goals, principles, and standards. This includes, but is not limited to, CMPs, Scope of Collection Statements (SOCS), and regional policy and guidance. Additionally, the FPO may review and comment on unit draft museum property management documents at the request of the regional or unit Museum Property Lead.
 - (7) **Technical Assistance.** Provides technical assistance and advice to Reclamation units about acquiring, preserving, protecting, documenting, accessioning, deaccessioning, and using museum property.
 - (8) **Museum Property Working Subgroup (MPWS).** The MPWS is a subgroup of the Cultural Resources Management Working Group and consists of one person with museum property responsibilities from each region, typically the regional Museum Property Lead. The FPO chairs this subgroup; coordinates the meeting location, time, and suggested topics of discussion; and maintains a record of the meeting minutes, action items, and recommendations.
 - (9) **National Representation.** Represents Reclamation on national committees (i.e., Interior Museum Property Committee and Interagency Federal Collections Alliance) and at venues where the scope is national or multi-regional.
 - (10) **Interior Collection Management System (ICMS).** Provides technical assistance and serves as the administrator of the system for Reclamation.
- B. **Reviewing Official.** The Reviewing Official is a regional director or director of a Washington/Denver-based office, or designee. Reviewing Officials have programmatic responsibility for managing museum property including the following:
- (1) **Fund.** Establishes and funds a Museum Property Program that complies with laws, regulations, and Department and Reclamation mandates.
 - (2) **Qualified Staff.** Designates, in writing, Accountable Officers and Museum Property Leads for each unit under their jurisdiction. A copy of designations shall be provided to the FPO.
 - (3) **Program Management Documents.** Ensures that documents identified in Paragraph 7 of this D&S are prepared, reviewed, approved, and implemented.

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- (4) **Museum Property Protection.** Appraises whether units are in compliance with 411 DM standards. When not in compliance with the standards, evaluates risks and available resources needed to meet the standards and decides what action(s) to take (411 DM 3.1). Pending permanent corrective action, ensures temporary actions are taken to reduce deterioration due to environmental conditions and to improve protection, security, and safeguards to limit damage, loss, and misuse of museum property. Ensures that these actions are documented and integrated into the appropriate CMP and Summary Report.
 - (5) **Data Management.** Ensures that museum property data and information are entered and maintained in ICMS.
 - (6) **NAGPRA Collections.** Ensures that required Reclamation actions comply with appropriate law and regulatory requirements and are coordinated through both programs, when NAGPRA and Museum Property Program responsibilities overlap.
 - (7) **Long-Term Curation.** Ensures that long-term curatorial services agreements are established, as appropriate.
 - (8) **Reporting.** Reviews, signs, and submits consolidated reports according to established procedures and schedules identified in Paragraph 8 of this D&S.
 - (9) **Training.** Ensures that responsible managers and technical staff have the training necessary to meet the requirements of this D&S.
 - (10) **Museum Property Groups.** Designates, in writing, an individual to the MPWS (see Paragraph 4.A.(8) of this D&S). Establishes and assigns individuals to Museum Property Committee(s) (see Paragraph 13 of this D&S).
- C. **Accountable Officer.** The Accountable Officer has the following responsibilities (Reclamation Supplements to the FPMR 114S-60.100(a)):
- (1) **Safeguard Property.** Ensures measures are in place to prevent loss, theft, misuse, or abuse of museum property.
 - (2) **Qualified Staff.** Designates, in writing, appropriate individuals as Custodial Officers for museum property. A copy of designations shall be provided to the FPO.
 - (3) **Documentation.** Ensures that current and accurate museum property management documents and records are maintained and accessible.

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- (4) **Program Management Documents.** Provides review and comment on museum property management documents identified in Paragraph 7 of this D&S and submits them to the Reviewing Official for approval.
- (5) **Accessions and Deaccessions.** Provides review and written approval for all accession and deaccession actions (411 DM 3.4A.).
- (6) **Annual Inventories, Reconciliations, and Certifications.** Ensures that the annual museum property inventory, reconciliation, and certification are completed and reported as per Paragraph 8.E. of this D&S.
- (7) **Long-Term Curation.** Provides review and comment on curatorial services agreements and submits them to the Reviewing Official for approval.

D. **Custodial Officer.** The Custodial Officer has the following responsibilities:

- (1) **Safeguard Property.** Assists the Accountable Officer in ensuring measures are in place to prevent loss, theft, misuse, or abuse of museum property.
- (2) **Annual Inventory/Reconciliation.** Assists the Accountable Officer in completing the annual museum property inventory and reconciliation.
- (3) **Documentation.** Assists the Accountable Officer in ensuring that current and accurate museum property management documents and records are maintained and accessible.
- (4) **Management Standards.** Monitors whether the unit is in compliance with the management standards established in the RM Policy, *Museum Property Management*, LND P05, and this D&S. When standards are not met, the Custodial Officer documents the deficiency and the resources needed to correct the deficiency, and recommends corrective action(s) to the Reviewing Official, the Accountable Officer, and the appropriate Museum Property Lead.

E. **Museum Property Lead.** The Museum Property Lead is a qualified museum or cultural resources management professional, and is appointed, in writing, by the Reviewing Official. A Museum Property Lead is required at the regional level, and also at the unit level if the unit has, or expects to have, museum property. The Museum Property Lead may also be the Custodial Officer. A Museum Property Lead has the following responsibilities:

- (1) **Coordination.** Coordinates within the normal chain-of-command with the FPO, Reviewing Official, Accountable Officer, Custodial Officer, regional Museum

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Property Lead, unit Museum Property Lead(s), and discipline specialist(s) to establish the most efficient means of implementing regional and unit museum property programs.

- (2) **Report Requirements and Analysis.** Maintains, analyzes, and submits data for required reports (see Paragraph 8 of this D&S) through the normal chain-of-command.
 - (3) **Program Management Documents.** Prepares drafts of museum property management documents identified in Paragraph 7 of this D&S in consultation with the Custodial Officer and discipline specialists, as appropriate. Submits unit museum property management documents to the regional Museum Property Lead and Accountable Officer for review and comment.
 - (4) **Long-Term Curation.** Develops curatorial services agreements (see Paragraph 20 of this D&S) and submits them to the regional Museum Property Lead and Accountable Officer for review and comment.
5. **Management Standards.** Reclamation shall manage its museum property to the standards identified in 411 DM 3. For its archaeological collections, it shall manage them to the standards of both 411 DM 3 and 36 CFR part 79.
 6. **Ownership of Museum Property.** All items, field data, analysis data, documentation records, and electronic/magnetic/optical media collected or created under a Reclamation ARPA or Antiquities Act permit or a permit as required by PRPA, collected or created as a result of an activity on Reclamation land, or having been collected or created as a result of an NHPA action on non-Reclamation land and where there is an agreement between Reclamation and the owner of the items that explicitly transfers ownership to Reclamation, are the property of the United States Government, unless otherwise directed by law. Cultural and natural resources not intended to be museum property (i.e., working collections, NAGPRA cultural items, and some non-NAGPRA human remains) shall be identified as non-museum property.
 7. **Program Management Documents.** The appropriate Reviewing Official must approve all museum property management documents identified in this paragraph, unless otherwise stated below. Prior to approval, regional museum property management documents must be submitted to the FPO for review and comment. Unit museum property management documents may be submitted to the FPO for review and comment if requested by the regional or unit Museum Property Lead. Regional Museum Property Leads and Accountable Officers must review and comment on unit museum property management documents prior to approval by the Reviewing Official. Within 30 days after approval, signed copies of museum property management documents identified in Paragraphs 7.A.,

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7.B., 7.C., and 7.F. of this D&S must be sent to the FPO. The regional office shall maintain copies of all museum property management documents generated by units within the region.

- A. **SOCS.** Each Reclamation region and unit that has, or expects to have, museum property must have a SOCS (411 DM 2.1B.(1)). A SOCS is the basic planning document that defines the holdings, present and future, of those museum items that demonstrate a connection to the mission and history of Reclamation or compliance with legal mandates. A SOCS provides a framework for identifying and maintaining museum property, defines the purpose of the collection, and sets limits such as subject, geographical location, and time period to which each collection and item must relate. A SOCS must also consider the uses of a collection. Although a SOCS is amendable, it must be prepared initially with vision and care to avoid identifying too few or too many items as museum property. Each SOCS must be reviewed every 5 years and updated as necessary.
- (1) **Reclamation SOCS.** The Reclamation SOCS is the platform for all regional and unit SOCS. The FPO develops and maintains the Reclamation SOCS with input from the MPWS. This document outlines the parameters of collecting activities at the bureau level, defines the purpose of the museum property collection, sets limits on collecting, and considers public use of the collection.
 - (2) **Regional SOCS.** Each region must have a SOCS that describes its collection strategy. Regional SOCS must integrate and tier from the Reclamation SOCS. The regional Reviewing Official must approve the regional SOCS. When a regional SOCS has an addendum that includes one or more unit SOCS, then all Reviewing Officials for the identified units shall be concurring signatories on the regional SOCS.
 - (3) **Unit SOCS.** Each unit must have a SOCS that integrates and tiers from both the Reclamation and regional SOCS, yet is unique to its own circumstances and needs. The unit Reviewing Official must approve the unit SOCS. For units with small collections, an approved SOCS status is possible through an addendum to the appropriate regional SOCS.
- B. **CMP.** A CMP is the basic planning tool used to manage museum property (see 411 DM 2.1A.(2) and B.(2)). It identifies actions required to preserve, protect, and document museum property in order to meet management standards and maintain the items to those standards. A CMP must identify problems and risks, describe and prioritize corrective actions (e.g., conservation treatments and facility improvements), identify responsible personnel, and estimate budgets for Museum Property Program activities. Each Reclamation region and unit that has, or expects to have, museum property must have a CMP. Each CMP must be reviewed at a minimum of every 5 years and updated as necessary.

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- (1) **Reclamation CMP.** The Reclamation CMP is the platform for all regional and unit CMPs. The FPO develops and maintains the Reclamation CMP with input from the MPWS. The Reclamation CMP defines broad program goals and objectives, and is the instrument Reclamation uses to measure program goals and accomplishments reported in the Summary Report.
 - (2) **Regional CMP.** Each region must have a CMP that describes its Museum Property Program, and how it will achieve the goals and objectives outlined in the Reclamation CMP. A regional CMP describes management actions including, but not limited to, goals and objectives, deferred maintenance, responsible personnel, and cost estimates.
 - (3) **Unit CMP.** Each unit must have a CMP that describes its museum property management actions including, but not limited to, goals and objectives, deferred maintenance, responsible personnel, and cost estimates. The unit CMP must incorporate the goals and objectives outlined in the Reclamation and appropriate regional CMP.
- C. **Emergency Management Plan (EMP).** The primary goal of emergency planning is to avoid the damage or loss of museum property that is, or may be, affected by an emergency while giving priority to human health and safety. Each Reclamation and non-Reclamation facility that has custody of Reclamation museum property must have an EMP. EMPs must be reviewed at a minimum of every 5 years, and updated as necessary, to ensure information is current and accurate. EMPs must be updated when new museum property material types are entered or identified at the facility, when museum property is placed in new spaces within the facility, or if Reclamation's emergency contact information changes. An EMP must contain the following:
- (1) identification of the risks and threats to the facility;
 - (2) identification of the vulnerabilities of all museum property under the facility's control;
 - (3) prioritization of Reclamation museum property held within the facility; and
 - (4) information for two emergency contacts within Reclamation that are familiar with the needs of the museum property located at the facility in the event an emergency occurs.
- D. **Conservation Survey.** A conservation survey provides information on the environment of spaces housing museum property, records the condition of individual items or groups of museum property, determines conservation treatment needs and priorities, and records baseline data to assess future deterioration. A conservation survey is required immediately after the identification of a possible conservation

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problem. A conservator specializing in the treatment of the particular item(s) surveyed must conduct the conservation survey. The Custodial Officer is responsible for submitting conservation surveys to the Accountable Officer and the unit Museum Property Lead. Conservation surveys are not subject to FPO review and comment.

- E. **Item-Level Condition Assessment.** An item-level condition assessment must be conducted on museum property at the time of initial cataloging to establish a condition baseline and to determine if the item warrants conservation. An item-level condition assessment also must be completed whenever an item is handled or used (e.g., annual inventory, outgoing loan, exhibit, or research). Condition must be documented on the catalog record and in ICMS. The assessment must be performed by a qualified museum professional. If an item warrants conservation treatment, then the catalog record and ICMS must be updated to include that information, and the item must be scheduled for treatment. If scheduled conservation is delayed, then the cost estimated for conservation shall be tracked as deferred maintenance. Item-level condition assessments are not subject to FPO review and comment.
- F. **Facility-Level Condition Assessment.** The Accountable Officer must certify that a facility-level condition assessment was performed for each space in a facility occupied by Reclamation museum property using the Department of the Interior Facility Condition Checklist (Checklist). The facility's condition rating is based on the average score for all spaces within each facility containing Reclamation museum property. When a Reclamation facility does not achieve a good condition assessment rating, the estimated cost to meet that standard must be identified on the Checklist, addressed in the appropriate CMP, and scheduled for correction. If the scheduled improvements are delayed, then the estimated cost shall be tracked as deferred maintenance. Facility-level deferred maintenance is only assessed for Reclamation facilities and must be reported as part of Reclamation's Agency Financial Report and the Summary Report. At the discretion of the Reviewing Official, Reclamation will also identify and provide funding for improvements to non-Reclamation facilities that have custody of Reclamation museum property and do not achieve a good condition assessment rating. A facility must be re-evaluated (1) when new spaces are added, (2) when conditions of the facility are known to change, (3) when the person who completed the Checklist is no longer employed by the facility or Reclamation, or (4) at a minimum of every 5 years. Facility-level condition assessments are not subject to FPO review and comment. The following are acceptable alternatives to the Checklist completed by Reclamation:
- (1) **Other Bureau Checklist.** A facility-level condition assessment completed within 5 years by another bureau within the Department.
 - (2) **American Association of Museums Accreditation.**

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8. **Reporting.** The following reports are due annually unless designated otherwise.
- A. **Reclamation Heritage Assets Report.** This is the annual second, third, and fourth quarter consolidated regional and Washington/Denver-based offices' report containing information about facilities holding Reclamation museum property to be included in Reclamation's Agency Financial Report.
 - B. **Summary Report.** This is the annual fiscal year report that contains consolidated regional and Washington/Denver-based offices' museum property information, as required by 411 DM 2.3B. Additional information may be required as per the Department's or Reclamation's current year data call.
 - C. **GPR, Museum Property Information.** This report contains museum property data required for GPR reporting. The reporting schedule is determined by Reclamation's Program and Budget Office. Copies of GPR documents annually submitted by the regions to the GPR Coordinator shall be sent to the FPO.
 - D. **ABC/M, Museum Property Information.** This report contains museum property data required for ABC/M reporting. The reporting schedule is determined by Reclamation's Program and Budget Office. Copies of ABC/M documents annually submitted by the regions to the ABC/M Coordinator shall be sent to the FPO.
 - E. **Annual Inventory, Reconciliation, and Certification.** The Accountable Officer is responsible for completing an annual physical inventory of Reclamation museum property held at each of his/her facilities. However, the Accountable Officer may delegate the responsibility for actually taking the physical count and for recording and reconciling the results of the inventory to the Custodial Officer, Museum Property Lead, qualified museum professional, or discipline specialist. Each inventory shall be conducted according to instructions provided in Reclamation Supplements to the FPMR 114S-60.304 and 411 DM 3.4C. Museum property must be identified as sensitive property on the Certificate of Inventory (Reclamation Supplements to the FPMR 114S-60.3 Property Inventories). Annual inventory certification is due to the Property Management Officer in early October and must certify whether items included in the inventory are present or absent; confirm the location of the items and accuracy of the catalog records; and note any substantive change in condition since the last inventory. Copies of inventory reports and certifications must be sent to the FPO. The following inventories are required:
 - (1) **Annual Inventories and Other Inventories.** The Accountable Officer shall ensure that annual museum property inventories are conducted as required by 411 DM 3.4C.(1).

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- (a) **Controlled Property Inventory.** A 100 percent inventory of all controlled museum property must occur annually and is required by 411 DM 3.4C.(1)(a). Short-term incoming loans are considered controlled property for inventory purposes and require a 100 percent inventory.
 - (b) **Non-Controlled/Cataloged Property Inventory.** A random inventory of non-controlled museum property that has been cataloged must occur annually for each facility. A 100 percent inventory is required by 411 DM 3.4C.(1)(b) when cataloged collections of non-controlled museum property have fewer than 250 cataloged items. For collections containing 250 or more cataloged items, a random sample of a sufficient size to produce a statistically relevant reflection of the total collection must be inventoried (see 411 DM-MPH, Volume II, Chapter 4).
 - (c) **Accessioned/Uncataloged Property Inventory.** For museum property that has been accessioned but is uncataloged, a 100 percent inventory by accession number is required by 411 DM 3.4C.(1)(c) if fewer than 25 uncataloged accessions are present at the facility. A random sample inventory is required when the number of uncataloged accessions is 25 or more. If a random sample inventory is performed, the sample size must be of a sufficient size to produce a statistically relevant reflection of the total collection.
 - (d) **Lost or Missing Property Inventory.** A 100 percent inventory of all museum property is required by 411 DM 3.4C.(2)(a) when a substantial loss occurs or a significant number of items are unaccounted for in a collection or facility.
 - (e) **Change in Accountability Inventory.** A 100 percent inventory, or a written acceptance by the new Accountable Officer, is required by 411 DM 3.4C.(2)(b) whenever the designation of Accountable Officer changes (see 410 DM 114-60.202-203).
- (2) **Reconciling Inventories.** Annual inventories shall be reconciled per instructions provided in Reclamation Supplements to the FPMR 114S-60.303 and 411 DM 3.4C.(4). Museum property found during the inventory, but not previously listed in the inventory records, must be accessioned and cataloged in accordance with 411 DM 3.4A and 3.4B.
 - (3) **Certifying Inventories.** Annual inventories shall be certified per instructions provided in Reclamation Supplements to the FPMR 114S-60.304 and 411 DM 3.4C.(5).

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9. Management of NAGPRA Cultural Items.

- A. NAGPRA cultural items that came under Reclamation's control on or before November 16, 1990, and are accessioned into Reclamation's museum property holdings, shall be considered controlled property. If Reclamation controls NAGPRA cultural items that have not been accessioned, they must be safeguarded to the applicable standards established in 36 CFR part 79 and 411 DM until the items undergo repatriation.
- B. NAGPRA cultural items for which a cultural affiliation has been determined can only be part of an exhibit, loan, or research project after consultation and written approval from either lineal descendant(s) or the affiliated tribe(s), written permission by the Reviewing Official, and concurrence from the appropriate Museum Property Committee. NAGPRA cultural items for which no cultural affiliation can be determined shall not be part of an exhibit, loan, or research project without written permission by the Reviewing Official and concurrence from the appropriate Museum Property Committee.
- C. NAGPRA cultural items that have come into Reclamation's possession after November 16, 1990, are not museum property and shall not be accessioned. Reclamation shall safeguard post-November 16, 1990, NAGPRA cultural items to the applicable standards established in 36 CFR part 79 and 411 DM until the items undergo disposition.

10. **Management of Non-NAGPRA Human Remains.** Human remains that are not Native American do not fall under the jurisdiction of NAGPRA. All accessioned non-Native American human remains from archaeological contexts are controlled property. Non-Native American human remains that have not been accessioned shall be safeguarded to the standards established in 36 CFR part 79 and 411 DM while under Reclamation's control.

11. **Data Management.** Reclamation units shall document all museum property using ICMS including accession and catalog records, deaccessions, annual inventories, facility-level condition assessments, conservation, loans, exhibits, etc. Original museum records shall be retained indefinitely (see RM D&S, *Information Management*, RCD 05-01; and Information Management Handbook (see ENV-3.00 and PRM-10.00)). Archival quality backup copies of museum records shall be created and shall be maintained at a separate location from the original museum records.

12. **Forms.** The forms provided in 411 DM-MPH shall be used for managing museum property and documenting museum property actions, except where Reclamation has developed a form for its specific use or those approved in ICMS. Reclamation museum property forms include:

- A. Accession Folder Checklist, Form 7-2513;

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- B. Deaccession Folder Checklist, Form 7-2514;
 - C. Accession Form/Receiving Report, Form 7-2515;
 - D. Deaccession Objects and/or Specimen List, Form 7-2516;
 - E. Deaccession Form, Form 7-2517; and
 - F. Accession Receiving Report: List of Objects and/or Specimens, Form 7-2519 (Form 7-2519 must be included as an attachment to Form 7-2515. For large listings of museum property items, Form 7-2519 shall be used once with a suitable attachment that documents the complete list of items.).
13. **Museum Property Committee.** A Museum Property Committee, or equivalent group, must be established for each region, and unit as appropriate, to advise on managing museum property for that region/unit as per 411 DM 1.3D.(5). A Museum Property Committee will ensure established policy is followed in regard to all accession and deaccession actions, declarations of property as museum property, use of NAGPRA cultural items, and other museum property requirements, as appropriate.
- A. The Museum Property Committee members shall be assigned at the regional/unit level by the Reviewing Official, and shall include, at a minimum, the regional Museum Property Lead, unit Museum Property Lead(s) if applicable, appropriate property staff, appropriate cultural resources management professional, and discipline specialist(s), as needed.
 - B. The Museum Property Committee shall meet as needed, but not less than once annually.
14. **Acquisition of Museum Property.** Items that are, or may become, Reclamation museum property must fit within the appropriate SOCS and undergo evaluation by the appropriate Museum Property Committee. Items not accessioned as museum property shall be disposed of according to Reclamation Supplements to the FPMR 114S-45.901 (see 41 CFR 101-45.901), or retained as a working collection (411 DM-MPH, Volume II, Chapter 2, Paragraph C.5.d.). Items are acquired through the following means:
- A. **Transfer.** Transfers of museum property from other units within Reclamation, other bureaus within the Department, or other United States Government agencies (36 CFR 79.6(a)(5); Reclamation Supplements to the FPMR 114S-60.100(c)(a)(1-3); and 411 DM-MPH, Volume II, Chapter 2, Paragraph C.4.).
 - B. **Fabrication.** Items manufactured by or for Reclamation with or without the intention of becoming museum property, such as models, replicas, or items demonstrating Reclamation's mission. This does not include items created for storage or display

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purposes, such as stands or signage. (Reclamation Supplements to the FPMR 114S-60.100(c)(a)(4) and 411 DM-MPH, Volume II, Chapter 2, Paragraph C.5.c.).

- C. **Purchase from Commercial Sources.** Property specifically purchased for inclusion in the museum property collection (Reclamation Supplements to the FPMR 114S-60.100(c)(a)(7) and 411 DM-MPH, Volume II, Chapter 2, Paragraph C.2.).
 - D. **Permitted Field Collection.** Items recovered under authority of the Antiquities Act, RSA, NHPA, AHPA, ARPA, or PRPA.
 - E. **Unauthorized Collection.** Items recovered by unauthorized means from Reclamation land (411 DM-MPH, Volume II, Chapter 2, Paragraph C.5.b.). The appropriate cultural resources management professional shall determine if the item(s) must be returned to the land or retained by Reclamation.
 - F. **Found/Uncertain Origin Property.** Items of uncertain origin found within the control of a Reclamation unit (411 DM-MPH, Volume II, Chapter 2, Paragraph C.5.d.).
 - G. **Donation.** Donations of personal property or museum property from individuals or institutions (16 U.S.C. 470w-2(a); Reclamation Supplements to the FPMR 114S-60.100(c)(a)(5); and 411 DM-MPH, Volume II, Chapter 2, Paragraph C.1.). The donor must own the property being donated. Donations to Reclamation must be unrestricted.
 - H. **Gift.** Reclamation may receive gifts from individuals, organizations, or governments. Reclamation employees also may receive gifts; however, if a gift received by a Reclamation employee exceeds the authorized amount, then the gift shall be deposited with the appropriate Reclamation property officer and shall become Reclamation property (see Departmental Ethics Guide).
15. **Accession and Deaccession.** The Accountable Officer must approve all accession and deaccession actions. After Reclamation ownership is established and property is declared museum property, it must be accessioned within 30 calendar days.
- A. **Accession.** An accession can be a single item or a group of items, received from one source, under one type of transaction, and usually on one date that is formally recognized by Reclamation as museum property. Accessioning is the process by which Reclamation formally accepts and establishes permanent legal title and/or control for a museum item or collection and assigns a unique accession number (see Appendix B of this D&S). All Reclamation museum property shall be accessioned and the accession record shall be documented in ICMS. Reclamation shall ensure compliance with the

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accessioning standards in 411 DM 3.4A and Paragraph 14 of this D&S. Upon completion of an authorized activity that generates museum property (e.g., archaeological field collection), Reclamation shall create a list of the items and associated records. Reclamation shall determine which items are museum property according to the criteria listed in 411 DM 1.1. The museum property then shall be formally accepted, accessioned, and located into a curation facility.

- B. Deaccession.** Reclamation possesses the authority to make discretionary and non-discretionary deaccessions of its museum property under specific circumstances, as noted below. Reclamation shall ensure compliance with the deaccessioning standards in 411 DM 3.4F. Original museum records for museum property that has been deaccessioned must be retained by Reclamation. A copy of the museum records must be provided to the recipient of the deaccessioned property, if applicable. A Property Voucher (Form 7-763) shall be prepared when activities identified in Paragraphs 15.B.(1) and 15.B.(2)(a) and (b) occur.

(1) Discretionary Deaccessions.

- (a) Transfer within Reclamation or to another Federal agency;
- (b) purposeful destruction, only if the benefits outweigh the resulting damage or loss;
- (c) consumptive use, only if the benefits outweigh the resulting damage or loss (for archaeological collections see 36 CFR 79.10(d)(5)); or
- (d) firearm disposal (see Reclamation Supplements to the FPMR 114S-43.311-70).

(2) Non-Discretionary Deaccessions.

- (a) Repatriation of NAGPRA cultural items (see NAGPRA and 43 CFR 10.10);
- (b) return to rightful owner when mistakenly accessioned as Reclamation museum property;
- (c) loss;
- (d) inadvertent destruction; or
- (e) theft.

- (3) Board of Survey.** When any of the activities identified in Paragraph 15.B.(2)(c)-(e) of this D&S are discovered, a Board of Survey shall

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convene and a Report of Survey (Form 7-778) shall be completed to document the findings (Reclamation Supplements to the FPMR 114S-60.808-1), and pursue corrective action if appropriate. Museum records shall be updated in ICMS and per the requirements of 411 DM 3.4F., and the change in collection status shall be reported in the appropriate Summary Report.

16. **Cataloging.** Cataloging is the action of assigning a unique identifying number to an item or group of items and completing descriptive information. The resulting information and/or documentation is a catalog record. The information contained within the catalog record must be documented in ICMS. The cataloging standards established in 411 DM 3.4B must be followed for all museum property items and collections, including the mandatory data fields in 411 DM 3.4B.(5) (see also 411 DM-MPH, Volume II, Chapter 3 and 411 DM-MPH, Volume II, Appendix E).
17. **Item Count.** Item count is the method of counting museum property including individual items, items with component parts, and groups of items.
 - A. **Accessioning.** Acceptable forms of counts for accessioning include: actual, estimate, and bulk. Estimated item counts are only acceptable for accessions. Once items are cataloged, the item counts must be changed to reflect the most recent and correct actual totals.
 - B. **Cataloging.** Acceptable forms of counts for cataloging include: item, lot, and bulk. For collections cataloged prior to, and following, accessioning, a count method must be used that most accurately reflects the item(s) in regard to material type and use of collections. A lot is a method of counting multiple items with similar and non-distinguishing characteristics. The item count within the lot is required (e.g., 1 lot of 67 potsherds = 67 items). A bulk count is reserved for items where counting is not feasible, such as environmental samples, debitage, and materials that will degrade causing a continued increase in count. Linear feet and cubic feet are not acceptable methods of counting. For documents for which an item count is unknown, the number of linear feet multiplied by 1600 shall be used to provide an item count.
18. **Use of Museum Property.** Collections or individual items shall be made available for scientific, educational, and religious use subject to such terms and conditions as are necessary to protect and preserve condition, research potential, religious or sacred importance, and uniqueness of the item or collection. Reclamation shall ensure its compliance with the provisions in 36 CFR 79.10.
19. **Loans.** Reclamation is authorized to loan out its museum property or accept museum property from another source as an incoming loan. All loans must be for official purposes and must be approved by the Accountable Officer. Reclamation shall ensure compliance with the loan standards in 411 DM 3.4D. Incoming loans shall not be accessioned. The

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borrower of an outgoing loan shall not subloan to other institutions. Loans are documented by assigning a unique number and completing a loan agreement, cooperative agreement, or memorandum of agreement. Loan documentation shall include conditions for shipping, handling, and insuring the items, if applicable; itemized list of museum property; purpose, duration, and loan type; and contact information and signatures of the borrower and lender. A short-term loan is not to exceed 3 years, while a long-term loan is any loan exceeding a period of 3 years.

20. **Curatorial Services Agreements.** Reclamation shall enter into formal agreements for curatorial services (including short-term and long-term loans) with non-Reclamation facilities having custody of Reclamation museum property. Prior to approval, draft agreements must be submitted to the regional Museum Property Lead and appropriate Accountable Officer for review and comment. Draft agreements may also be submitted to the FPO for review and comment at the request of the regional or unit Museum Property Lead. Signed copies of all curatorial services agreements must be sent to the FPO. Reclamation shall ensure compliance with the requirements in 36 CFR 79.8 if the collections are archaeological. As part of the agreement, the non-Reclamation facility must also comply with the following:
- A. agree to provide access to the collections for, and assist with, required annual inventories;
 - B. agree to provide data needed by Reclamation for reporting;
 - C. agree to provide access to, and assist with, required facility-level condition assessments;
 - D. ensure Reclamation's museum property, or the containers holding the museum property, identifies the items as the "property of the United States Government (Bureau of Reclamation)" in a manner that does not damage or alter the integrity of the item(s);
 - E. obtain written approval from the appropriate Reclamation Accountable Officer prior to agreeing to loan Reclamation museum property, and only if the receiving individual or organization meets the standards in 411 DM 3.4D.;
 - F. obtain written approval from the appropriate Reclamation Accountable Officer prior to allowing purposeful destruction or consumptive use of Reclamation museum property; and
 - G. obtain written approval from the appropriate Reclamation Accountable Officer prior to allowing access to controlled property; access to NAGPRA cultural items under Reclamation control must be approved by the Reviewing Official.

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21. **Funding Museum Property Management Activities.** Reclamation museum property activities are funded from authorized projects or program funds, or from a use fee charged to an applicant pursuant to 43 CFR part 429, subpart E.
- A. **Reclamation Funding.** Museum property activities are funded through appropriate Reclamation fund authorizations (e.g., authorized projects, Land Resources Management accounts, Policy and Administration accounts, or the Working Capital Fund).
- B. **Non-Reclamation Funding.** Funds also are acquired from fees charged to non-Reclamation entities including other Federal, state, and local agencies, municipalities, Indian tribes, irrigation districts, individuals, and organizations that receive a permit to conduct activities on Reclamation land and/or waterbodies, or that are approved to use Reclamation museum property for research, public education, and exhibition purposes, pursuant to 43 CFR part 429, subpart E.