

Reclamation Manual Transmittal Sheet

Effective Date: _____

Release No. _____

Please ensure that all employees who need this information are forwarded a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

Filing Instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>.

Filed by: _____

Date: _____

Reclamation Manual

Directives and Standards

Subject:	Museum Records
Purpose:	This Directive and Standard (D&S) establishes the requirement for management of the Bureau of Reclamation's museum records, which document museum property data and collection management information in electronic and paper formats. The benefits of this D&S include consolidation and standardization of data, and improved accountability and tracking of museum property data and collection management information.
Authority:	Federal Records Act of 1950, as amended (Records Management by Federal Agencies (44 U.S.C. 3101 et seq.)); Freedom of Information Act of 1966 (5 U.S.C. 552); Disposal of Records of 1968, as amended (44 U.S.C. 3301 et seq.); Preservation, Arrangement, Duplication, Exhibition of Records of 1968, as amended (44 U.S.C. 2109); Copyright Act of 1976 (17 U.S.C. 101 et seq.); Paperwork Reduction Act of 1980 (44 U.S.C. 3501 et seq.); Federal Records, General (36 CFR part 1220); Creation and Maintenance of Records (36 CFR part 1222); Loan of Permanent and Unscheduled Records (36 CFR part 1228); Transfer of Records from the Custody of One Executive Agency to Another (36 CFR part 1231); Transfer of Records to Records Storage Facilities (36 CFR part 1232); Facility Standards for Records (36 CFR part 1234); Electronic Records Management (36 CFR part 1236); Records Management, Departmental Manual (DM), Part 380; and Managing Museum Property, 411 DM.
Approving Official:	Director, Policy and Administration
Contact:	Land Resources Division, 84-53000

- 1. Introduction.** Reclamation will maintain records of museum property data and collection management information in compliance with the requirements in 411 DM, Reclamation Manual D&S, *Museum Property Management*, LND 02-02, and Reclamation's Information Management Handbook. These records, known as museum records, are official records that museum property managers and staff create to manage museum property (e.g., accession, deaccession, catalog, loan, and inventory records). The Interior Collection Management System (ICMS) is designated the mandatory data management system for museum property, as directed by Policy, Management and Budget within the Department of the Interior, and its use is required by all bureaus. Data maintained in ICMS will also be used to fulfill mandatory reporting requirements.
- 2. Applicability.** This D&S applies to all employees in regional and directorate offices with museum property responsibilities.

Reclamation Manual

Directives and Standards

3. **Definitions.** The following definitions are for the purposes of this D&S only. Additional definitions used for managing museum property can be found in LND 02-02, Appendix B.
 - A. **Draft Record.** A draft record is a catalog record that is missing an entry in mandatory and/or required data field(s) in ICMS. Draft records are not considered official records in ICMS.
 - B. **Mandatory Data Fields.** Mandatory data fields are data fields required by 411 DM 3.4 for accessioning, cataloging, inventorying, lending, and deaccessioning.
 - C. **Museum Property.** Museum property is defined in LND 02-02, Appendix B.
 - D. **Reclamation Facility.** Reclamation facility is defined in LND 02-02, Appendix B.
 - E. **Required Data Fields.** Required data fields are data fields in ICMS that must be completed in order to save a record. Required data fields must be completed to ensure a record is not saved as a draft record.
 - F. **Unit.** Unit is defined in LND 02-02, Appendix B.

4. **Responsibilities.** The following responsibilities are for the purposes of this D&S. Additional responsibilities for the positions identified can be found in LND 02-02, Paragraph 4.
 - A. **Federal Preservation Officer (FPO).** Reclamation's FPO provides oversight and is responsible for managing Reclamation's Museum Property Program. The FPO serves as the administrator of ICMS for Reclamation. This includes, but is not limited to, establishing a schedule for data updates, maintaining the system and applying updates/patches when issued, providing technical assistance, ensuring access to training, prioritizing proposed changes to ICMS, assisting with data conversion and migration, issuing policy and guidance, and providing access to ICMS. (See also LND 02-02, Paragraph 4.A.)
 - B. **Reviewing Official.** The reviewing official is a regional director or director of a Washington/Denver-based office, or designee, and is responsible for certifying that museum property data in ICMS and museum records are current and accurate for museum property within the respective region/unit. (See also LND 02-02, Paragraph 4.B.)
 - C. **Accountable Officer.** The accountable officer is designated by the reviewing official and is responsible for ensuring museum property data is entered and maintained in ICMS and museum records are current and accurate for museum property within the unit. (See also LND 02-02, Paragraph 4.C.)

Reclamation Manual

Directives and Standards

- D. **Custodial Officer.** The custodial officer is designated by the accountable officer and is responsible for assisting the accountable officer to ensure museum property data is entered and maintained in ICMS and museum records are current and accurate for museum property within the unit. (See also LND 02-02, Paragraph 4.D.)
- E. **Museum Property Lead.** The museum property lead is designated by the reviewing official and provides coordination within the region/unit to ensure museum property data is entered and maintained in ICMS and museum records are current and accurate for museum property within the respective region/unit. (See also LND 02-02, Paragraph 4.E.)
5. **ICMS Standards.** All unit accession, catalog, deaccession, inventory, conservation, loan, and exhibit data must be documented and maintained in ICMS.
- A. **Data Fields.** Reclamation shall adhere to the mandatory data fields identified in 411 DM 3.4 for accessioning, cataloging, inventorying, lending, and deaccessioning museum property. Additional data fields for modules listed in Paragraph 5.B. of this D&S must be completed when required by ICMS to save a record. Catalog records must include entries for all mandatory and required data fields. If data for mandatory or required data fields is unknown, enter a place holder (e.g., 00000 or not provided) until the information is located. If an entry is not provided for all mandatory and required data fields within a catalog record, the record will be saved in a draft status and will be excluded from the collection management report function in ICMS, resulting in an inaccurate item count. Additionally, for reporting purposes, ICMS must not contain draft records between October 1st and October 31st annually.
- B. **Required Modules.** The following modules must be used to record information related to Reclamation's museum property.
- (1) Automated Inventory Program (i.e., annual inventory)
 - (2) Cataloging
 - (3) Accessions
 - (4) Deaccessions
 - (5) Loans In
 - (6) Loans Out
 - (7) Conservation
 - (8) Exhibits

Reclamation Manual

Directives and Standards

- C. **Password Complexity.** Users of ICMS must adhere to the current direction provided by Reclamation's Director, Information Resources Office regarding the complexity requirements for passwords for all desktop, laptop, and server systems.
6. **Museum Records Update in ICMS.** Museum records must be maintained by each region/unit in Reclamation's server version of ICMS for museum property for which they are accountable. Reclamation's server version of ICMS is the official version of the system for reporting and accountability purposes. The reporting requirements listed in Paragraph 10 of this D&S require information about museum property; therefore it is the responsibility of each region/unit with museum property to ensure the data in ICMS is current and accurate by the dates listed in Paragraphs 6.A. and 6.B. of this D&S. The required updates include the following:
- A. The Automated Inventory Program in ICMS must be utilized annually for each accountable unit and facility (i.e., directory) by September 30th and consistent with the requirements in LND 02-02, Paragraph 8.E.
- B. Data must be updated annually in ICMS by September 30th for required modules listed in Paragraph 5.B.(2)-(8) of this D&S. The data must be current as of September 30th and consistent with the standards listed in Paragraph 5.A. of this D&S.
- C. All data that currently exists in systems or electronic formats other than Reclamation's server version of ICMS for the required modules listed in Paragraph 5.B.(2)-(8) of this D&S must be entered into Reclamation's server version of ICMS by September 30, 2014. This includes data for museum property housed in Reclamation and non-Reclamation facilities.
7. **Use of ICMS in Facilities.**
- A. **Reclamation Facilities.** Reclamation facilities are required to use ICMS to manage Reclamation's museum property. The management of all regional/unit data for museum property housed at Reclamation facilities lies with the responsible region or unit. Data for museum property housed in Reclamation facilities must be entered and maintained in Reclamation's server version of ICMS by the dates established in Paragraph 6 of this D&S.
- B. **Non-Reclamation Facilities.** Non-Reclamation facilities, where Reclamation lacks both ownership and operation and maintenance responsibilities, are not required to use ICMS to manage Reclamation's museum property, unless directed in an agreement between Reclamation and the facility. However, all Reclamation museum property data generated by non-Reclamation facilities housing Reclamation museum property must be entered into Reclamation's server version of ICMS and must include data for the mandatory data fields identified in 411 DM 3.4. It is the responsibility of the

Reclamation Manual

Directives and Standards

regions/units with museum property in non-Reclamation facilities to ensure these data are entered and maintained in Reclamation's server version of ICMS by the dates established in Paragraph 6 of this D&S.

8. **Museum Records Standards.** Museum records must be maintained by each region/unit in electronic and paper formats, and must be updated at least annually to reflect changes as per Paragraph 6 of this D&S. Museum records must be retained indefinitely in accordance with 411 DM, Reclamation Manual D&S, *Information Management*, RCD 05-01, and Reclamation's Information Management Handbook. ICMS serves as the required electronic format to record museum property data and collection management information. Paper museum records must be retained indefinitely using archival-quality materials and standards. Two copies of all museum records are required and shall be maintained at separate locations. If duplicate copies are in paper format, archival-quality materials must be used. If duplicate copies are in electronic format, ICMS must be used and the copies shall be appended to the appropriate electronic record(s). (Refer to the ICMS User Manual, Appendix G: Imaging and Multimedia, for approved file formats and instructions for uploading multimedia files.) Original museum records for museum property that is deaccessioned must be retained indefinitely, and a copy of the museum records must be provided to the recipient of the deaccessioned property if applicable (411 DM 3.4.). Access to sensitive data must be restricted, such as information that may reveal a paleontological locality or the location of an archaeological site (411 DM 3.4.).

9. **Museum Property Forms.** The modules in ICMS contain forms for use in managing Reclamation's museum property. When utilizing ICMS, use only the forms labeled for Reclamation or for the Department. Forms provided in the 411 DM Museum Property Handbook and forms developed by Reclamation are also acceptable for managing museum property and documenting museum property data and collection management information. These forms become museum records once populated with data and must adhere to the standards in Paragraph 8 of this D&S. The following forms are required to be printed, signed as noted, and stored in archival-quality folders:
 - A. Inventory Certification – must be signed by the accountable officer and the custodial officer;
 - B. Facility-Level Condition Assessment Certification – must be signed by the accountable officer;
 - C. Accession Form or Accession Receiving Report – must be signed by the accountable officer;
 - D. Accession List;
 - E. Deaccession Form – must be signed by the accountable officer;
 - F. Deaccession List;

Reclamation Manual

Directives and Standards

- G. Incoming Loan Agreement – must be signed by the accountable officer; and
 - H. Outgoing Loan Agreement – must be signed by the accountable officer.
10. **Museum Property Reporting.** Reclamation will use data entered into ICMS to fulfill museum property reporting requirements including the annual inventory, Museum Property Management Summary Report, and the Secretary of the Interior's Report to Congress on the Federal Archeology Program. The data will also be used in responses to audit requests and additional reporting requirements that may arise (see LND 02-02, Paragraph 8).
11. **Agreements.** The following statement, or a modified version, must be included in all agreements (e.g., curatorial services, cooperative, or grant) with non-Reclamation facilities which have agreed to use ICMS for the management of Reclamation's museum property. (See LND 02-02, Paragraph 20, for additional information that must be included in agreements with non-Reclamation facilities.)

The [name of non-Reclamation facility] shall use the Interior Collection Management System (ICMS) to manage the Bureau of Reclamation's museum property in their custody. The [name of non-Reclamation facility] must comply with the standards found in the Departmental Manual (DM) Part 411, for managing the Bureau of Reclamation's museum property. The standards in 411 DM for accessioning, cataloging, and annual inventory, including mandatory data fields, must be followed and the data must be recorded in ICMS [insert additional activities as needed]. The [name of non-Reclamation facility] shall provide data to [Reclamation contact] by [date] in [file format] and delivered by [e.g., CD, DVD, flash drive, or email].