

# Reclamation Manual

## Directives and Standards

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### Definitions and Terminology

1. **Accession Number.** Accession number is a unique identification number sequentially assigned to an accession within a unit's museum collection. An accession number assigned by the Bureau of Reclamation shall follow the structure agreed upon by the Museum Property Working Subgroup (MPWS), which is [unit acronym].[year of accession].[sequential four-digit number within the accession] (e.g., MPRO.2009.0001). A museum collection may also have an accession number assigned by a facility. While a Reclamation assigned accession number is preferred, any facility assigned accession number should remain in the permanent records of the collection.
2. **Accessioning.** Accessioning is the formal documented process whereby Reclamation accepts and establishes ownership and/or control of museum property. This process requires the accountable officer's signature on an Accession Form/Receiving Report (Form 7-2515), an equivalent form produced by the Department of the Interior (Department or DOI), or an approved form generated from the Interior Collection Management System (ICMS). A single accession transaction occurs when one or more objects are acquired in the same manner, from a single source, and at one time. The resulting documentation is an accession record or a museum record. The Department's standards for accessioning can be found in the DOI Museum Property Directive (Directive) 3, *Required Standards for Documenting Museum Property*, Paragraph 1.6. Also, see Acquisition of Museum Property, Paragraph 10, and Accession, Paragraph 11.A. of this Directive and Standard (D&S).
3. **Accountable Officer.** Accountable officer is a Reclamation employee assigned overall responsibility for a specified group of personal property, and is responsible for ensuring the establishment and maintenance of accountability records to provide for effective control over that property (see Interior Property Management Directives (IPMD) supplement to the Federal Management Regulations (FMR) 114-60.202; Reclamation Supplements to the FMR 114S-60.100(a); and Responsibilities for Managing Museum Property, Accountable Officer, Paragraph 4.E. of this D&S).
4. **Administrative Office Space.** Administrative office space is display space within offices, libraries, lobbies, meeting rooms, hallways, public areas, and any other non-dedicated space utilized inside or outside (e.g., courtyards) of a building to present museum property. The Department's standards for managing museum property in administrative office space can be found in Directive 4, *Required Standards for Managing and Preserving Museum Property*, Paragraph 1.14.
5. **Archaeological Collections.** Archaeological collections include archaeological resources (meaning any material remains of past human life or activities which are of archaeological interest; e.g., pottery, basketry, bottles, weapons, projectiles, tools, structures, pit houses, rock paintings, rock carvings, intaglios, graves, human skeletal materials, or any portion or

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piece of any of the foregoing items) systematically recovered from Reclamation land or systematically recovered as a result of Reclamation projects on non-Reclamation land.

6. **Artwork.** Artwork includes, but is not limited to, paintings (e.g., watercolor, wash, and oil on various support media, including canvas, artist board, and paper), prints and drawings (e.g., pen and ink, pencil sketches, and chromolithographs), wildlife mounts (used for artistic purposes), sculpture, antiques, and tapestries. Artwork with one or more of the following characteristics generally is considered to be museum property: (1) associated with an eminent Reclamation employee; (2) commissioned, donated to, or purchased by Reclamation from a notable artist or taxidermist; (3) limited edition or rare prints; or (4) associated with or commemorates an important Reclamation event or program. Objects of questionable artistic value must be appraised or evaluated by a discipline specialist to determine if they should be preserved as museum property by Reclamation or another organization.
  
7. **Associated Records.** Associated records are all documentation (original records or copies thereof when Reclamation no longer controls the original) generated by the activity of collecting and analyzing collectible heritage assets that are, or subsequently may be, designated as museum property. Some records such as field notes, field inventories, and oral histories may be originals that are prepared as a result of fieldwork, analysis, or report preparation. Other records such as deeds, survey plats, historical maps, and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Records generated by a Reclamation authorized activity that does not result in the collection of collectible heritage assets or where Reclamation does not own or control the collectible heritage assets are not museum property. Associated records must be designated and maintained with the appropriate collection (e.g., archaeological, historical, paleontological, or ethnographic collection). Associated records must be permanently retained (see Reclamation Manual (RM) D&S, *Information Management*, RCD 05-01; and Reclamation's Information Management Handbook). Classes of associated records that may be in a collection include, but are not limited to:
  - A. records relating to the identification, evaluation, documentation, study, preservation, or recovery of a resource (e.g., site forms, field catalogs, field notes, drawings, maps, photographs, slides, negatives, films, video or audio cassette tapes, digital video discs, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog, and inventory records);
  
  - B. records relating to the identification of a resource using remote sensing methods and equipment (e.g., satellite and aerial photography and imagery, side scan sonar, magnetometers, subbottom profilers, radar, and fathometers);

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- C. public records essential to understanding the resource (e.g., deeds, survey plats, military and census records, birth, marriage, and death certificates, immigration and naturalization papers, tax forms, and reports);
  - D. archival records essential to understanding the resource (e.g., historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs, and receipts); and
  - E. administrative records relating to the survey, excavation, or other study of the resource (e.g., statements of work, requests for proposals, research proposals, contracts, permits, reports, documents relating to compliance with section 106 of the National Historic Preservation Act, and National Register of Historic Places nomination forms and determination of eligibility documentation).
8. **Biological Collections.** Biological collections include: (1) botanical specimens, (2) environmental samples to document baseline environmental data (e.g., water, soil, or air quality), and (3) zoological collections, including prepared biological specimens, type specimens (basis for the original descriptions of species and subspecies), voucher specimens (document research activities and results), and wildlife mounts, which are systematically recovered from Reclamation land or systematically recovered as a result of Reclamation projects on non-Reclamation land and are not considered to be a working collection.
9. **Board of Survey.** Board of Survey is a committee appointed by the accountable officer (see IPMD 114-60.802) to investigate loss, damage, or destruction of government property. A Board of Survey is required to review the Report of Survey (Form 7-778), which documents the investigation, to arrive at findings and make determinations as to the disposition of the property and financial liability regarding the loss, damage, or destruction.
10. **Cataloging.** Cataloging is the action of assigning a unique identifying catalog number to an object or group of objects and completing descriptive information. The resulting documentation is a catalog record (see Directive 3, Paragraph 1.7). The Reclamation assigned catalog number shall follow the structure agreed upon by the MPWS which includes the accession number [unit acronym].[year of accession].[sequential four-digit number within the accession] (e.g., MPRO.2009.0001) followed by an additional sequential four-digit number (e.g., MPRO.2009.0001.0001). An object or group of objects may also have a catalog number assigned by a facility. While a Reclamation assigned catalog number is preferred, all facility assigned catalog numbers should remain in the permanent records of the collection.
11. **Certificate of Inventory.** Certificate of Inventory (Reclamation Supplements to the FMR 114S-60.304 Property Inventories, Figure 1) is used to certify annual museum property inventories.

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12. **Collectible Heritage Assets.** Collectible heritage assets, also referred to as museum collections, mean the museum property controlled by Reclamation. These assets are a subgroup of heritage assets reportable under the Statement of Federal Financial Accounting Standard (SFFAS) No. 29 - Heritage Assets and Stewardship Land.
13. **Collection.** Collection has multiple meanings within the museum property arena and must be carefully considered in order to understand its usage within a given context.
- A. In the Departmental Manual (DM), Part 411, *Identifying and Managing Museum Property*, “museum ‘collection’” means the total sum of all museum property controlled by a bureau, unit, or facility.
  - B. In 36 CFR part 79, *Curation of Federally-Owned and Administered Archaeological Collections*, “collection” means the “material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.”
  - C. For Government Performance and Results Act Resource Protection End Outcome Goal: Percent of DOI Collections in Good Condition, “collection” means the total sum of facilities in which museum property is stored, exhibited, or displayed; therefore, one facility is the equivalent of one collection.
14. **Completeness.** Completeness is an item-level assessment based on the percentage of the object that is present, scored as Complete, Incomplete, or Fragment. Complete means that 100 percent of the object is present; Incomplete means that greater than 50 percent but less than 100 percent of the object is present; and Fragment means that 50 percent or less of the object is present. Completeness of an object should not be confused with the condition of an object, given that an object that is not fully intact is not necessarily in less than good condition. See the definition for Condition Assessment, Item-Level.
15. **Condition Assessment, Facility-Level.** Condition assessment, facility-level, is a facility-level condition assessment, scored as Good, Fair, or Poor. Reclamation uses the Facility Checklist for Spaces Housing DOI Museum Property as the instrument to evaluate whether applicable standards are met at its Reclamation and non-Reclamation facilities. Good is achieved when 70 percent or greater (averaged total) of the standards are met for all spaces housing Reclamation museum property at a facility. Fair is achieved when at least 50 percent but less than 70 percent (averaged total) of the standards are met for all spaces housing Reclamation museum property at a facility. Poor is assessed when less than 50 percent (averaged total) of the standards are met for all spaces housing Reclamation museum property at a facility. See also Facility-Level Condition Assessment, Paragraph 16.I. of this D&S.

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16. **Condition Assessment, Item-Level.** Condition assessment, item-level, is an item-level condition assessment, scored as Good, Fair, or Poor. Good means the object is in stable condition with no active deterioration; Fair means the object has slow but active deterioration and is in need of minor conservation treatment or cleaning to bring it to stable condition; and Poor means the object is in need of major conservation treatment to stabilize or eliminate the rate of deterioration. An assessment of Fair or Poor indicates that an object may need special packing or conservation and may need to be addressed in the unit's Collection Management Plan and reported in its annual Museum Property Management Summary Report (Summary Report). See also Item-Level Condition Assessment, Paragraph 16.H. of this D&S. Item-level condition assessment should not be confused with completeness, which is based on the percentage of the object that is present. See the definition for Completeness.
17. **Conservation Survey.** Conservation survey is a physical survey that provides information on the environment of spaces where museum property is located within a facility, records the condition of individual objects or groups of museum property, determines conservation treatment needs and priorities, and records baseline data on individual objects or groups of museum property to assess future deterioration. For example, a conservator might survey a unit's holding of historic photographs to determine current treatment needs and record baseline data to be used to track the rate of deterioration in future assessments. In another instance, a conservator might examine an exhibit to evaluate the displayed objects for signs of deterioration and to evaluate the mounts, lighting, and case design and construction. See the 411 DM Museum Property Handbook (411 DM-MPH), Volume I, Chapter 4, and Conservation Survey, Paragraph 16.G. of this D&S.
18. **Consumptive Use.** Consumptive use is the authorized and intentional damage of objects through use that results in loss due to wear, destructive analysis, educational activities, or other uses in which the interpretive or scientific benefits are considered to justify the degradation or loss.
19. **Control.** Control is having a legal interest in an object sufficient to lawfully permit Reclamation to treat it as its own.
20. **Controlled Property.** Controlled property includes museum objects that (1) are culturally sensitive (e.g., human remains), (2) have a high intrinsic or scientific value, (3) are highly vulnerable to theft, loss, or damage, (4) are valued at or above \$5,000, (5) are a short-term incoming loan or on exhibit/display (for inventory purposes only), or (6) are identified as a functioning (or repairable to a functioning status) museum firearm.
21. **Cultural Resources Management Professional.** Cultural resources management professional is a professionally qualified individual who is responsible for managing, coordinating, and implementing Reclamation's cultural resources policies and programs.

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22. **Curatorial Services.** Curatorial services are services provided by a contractor or partner who manages museum property according to professional museum practices and standards. See Curatorial Services Agreements, Paragraph 22 of this D&S, as well as 36 CFR part 79 and 411 DM. Curatorial services include, but are not limited to: inventorying, labeling, collecting accession information, and cataloging museum property; identifying, evaluating, and documenting museum property; storing and maintaining museum property using appropriate methods and containers, and under appropriate environmental conditions and physically secure controls; inspecting, handling, cleaning, stabilizing, and conserving museum property in such a manner to preserve it; and providing access to, and space for, the study or exhibit of museum property.
23. **Custodial Officer.** Custodial officer is the Reclamation official, appointed by the accountable officer, to whom management of museum property is assigned and who is responsible for its daily control and supervision. The custodial officer is generally a qualified museum professional, cultural resources management professional, or discipline specialist. A unit can identify multiple custodial officers so that staff with appropriate qualifications are assigned to subsets of the unit's museum property holdings. Also, see Responsibilities for Managing Museum Property, Custodial Officer, Paragraph 4.F. of this D&S.
24. **Custody.** Custody means having immediate charge of museum property regardless of whether or not one has sufficient legal interest to lawfully treat the objects as part of one's own holdings. For example, a facility has "custody" of Reclamation's museum property via a loan agreement, but Reclamation retains ownership or control of the museum property.
25. **Deaccessioning.** Deaccessioning is the formal process, requiring an accountable officer's signature, for the permanent removal of objects from a museum collection. The Department's standards for deaccessioning can be found in Directive 3, Paragraph 1.11. Also, see Deaccession, Paragraph 11.B. of this D&S.
26. **Deferred Maintenance.** Deferred maintenance is maintenance that was not performed when it should have been or when scheduled and was delayed for a future period. Deferred maintenance is reported in Reclamation's Agency Financial Report and Summary Report.
27. **Departmental Manual Part 411, Museum Property Handbook, or 411 DM-MPH.** 411 DM-MPH is a Department guidance document developed to provide detailed instructions on how to manage museum collections according to the policies set forth in 411 DM. 411 DM-MPH will be replaced by the Directives.
28. **Discipline Specialist.** Discipline specialist is a person (e.g., anthropologist, archaeologist, archivist, art historian, botanist, biologist, ethnographer, geologist, historian, paleontologist, or zoologist) with specialized knowledge of one or more of the types of museum property owned, controlled, or administered by Reclamation.

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29. **Display Space.** Display space is space located in an administrative office. The Department's standards for managing museum property in administrative office space can be found in Directive 4, Paragraph 1.14.
30. **Disposal/Disposition.** Disposal is a type of deaccession action and is the formal term used in property management. Disposition is the term used for removal of Native American Graves Protection and Repatriation Act (NAGPRA) cultural items from Federal control.
31. **DOI Museum Property Directives or Directive(s).** The Directives are a series of policy documents that provide a set of standards and procedures to manage museum property. Each directive reflects current professional museum and archival standards and practices, and includes selected relevant information from the 411 DM-MPH which will be replaced by the Directives.
32. **Donations.** Donations of property may occur directly from individuals or institutions, or through bequests (a donation through a will). See 411 DM-MPH, Volume II, Chapter 2, Paragraph C.1. and Paragraph 10.G. of this D&S for more information about accepting donations.
33. **Ethnographic Collections.** Ethnographic collections include objects (e.g., basketry, pottery, rugs, jewelry, or other cultural objects) associated with cultural or traditional life ways of Native Americans and other indigenous or ethnic groups.
34. **Exhibit Space.** Exhibit space is space dedicated to show objects for educational, interpretive, or other appropriate purposes. The Department's standards for managing museum property in exhibit space can be found in Directive 4, Paragraph 1.13.
35. **Facility.** Facility is a building or administrative organization that has space(s) dedicated to the display, exhibit, study, or storage of museum property. A facility provides curation services including managing and preserving museum property according to professional museum and archival practices (see 36 CFR part 79 and Directive 4). See also the definitions for Reclamation Facility and Non-Reclamation Facility.
36. **Field Catalog.** Field catalog, also known as a laboratory catalog, is a list of items that are part of a field assemblage and are organized according to the requirements of a research design. This listing may include items recovered during fieldwork or identified during the evaluation process (e.g., in the laboratory). A field catalog must be prepared in an electronic format and possess all of the required data fields of a catalog record to facilitate direct and complete transfer of data into ICMS upon accessioning. Field catalogs are retained as associated records.
37. **Field Collection.** Field collection, also known as a field assemblage, is a group of items and/or specimens that were recovered, or collected, as part of an authorized data collection

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- activity. Field collections may become museum property, in total or in part, as determined by the appropriate discipline specialist and consistent with the unit's Scope of Collection Statement (SOCS).
38. **Geological Collections.** Geological collections include geophysical specimens, soils, or rock cores systematically collected from Reclamation land or systematically recovered as a result of Reclamation projects on non-Reclamation land that are not considered to be a working collection.
  39. **Gift.** Gift is defined as a gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other object having monetary value.
  40. **Heritage Assets.** Heritage assets are property, plant, and equipment that are unique for one or more of the following reasons: historical or natural significance; cultural, educational, or artistic (e.g., aesthetic) importance; or significant architectural characteristics. Heritage assets consist of collectible heritage assets, such as objects gathered and maintained for exhibit or study; and non-collectible heritage assets, such as parks, memorials, monuments, structures, and buildings. Heritage assets generally are expected to be preserved indefinitely (see SFFAS No. 29).
  41. **Historical Collections.** Historical collections include objects that provide evidence of historic activities that occurred or are related to a Reclamation unit, or are related to an event, person, or resource associated with a Reclamation unit.
  42. **Interior Collection Management System or ICMS.** ICMS is a museum property data management system developed by the Department and its use is required by all bureaus. All unit accession, catalog, deaccession, inventory, conservation, loan, and exhibit data are to be documented in ICMS.
  43. **Inventory Records.** Inventory records are annual or other required inventory documents including, but not limited to, lists, certifications, and reconciliations.
  44. **Item.** Item, as used in this D&S, typically refers to property before it has been declared museum property or is part of a NAGPRA collection.
  45. **Laboratory Catalog.** See Field Catalog.
  46. **Loans.** Loans are the temporary transfer (both incoming and outgoing) of custody of museum property to an appropriate and responsible organization (e.g., museum, institute of higher education, other governmental agency, or Reclamation unit) for the purpose of exhibition, research, curation, conservation, or other authorized uses. Loans are temporary changes in legal responsibility and custody, but not a change in ownership or control.



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47. **Maintenance.** Maintenance is the act of keeping assets (including museum property) in acceptable condition. It includes preventive maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life. Maintenance and repair excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than, those originally intended. Maintenance may change the condition of the asset (i.e., museum objects or facilities).
48. **Museum Property.** Museum property is personal property (sensitive, non-capitalized) acquired according to a rational plan and preserved, studied, or interpreted for public benefit. A unit may have museum property even though it does not have a museum or museum space. Museum property disciplines are identified as archaeology, archives (including associated records), art, biology, ethnography, geology, history, and paleontology. Museum property must fit within a unit's SOCS. Collectively, museum objects may be referred to as a museum collection or collectible heritage assets. Criteria to distinguish museum property from other kinds of property are identified in Directive 1, *Introduction to Managing Museum Collections (Museum Property)*.
49. **Museum Property Committee.** Museum Property Committee is a small, diverse group that advises regional and unit management on issues relating to the management of museum property. A Museum Property Committee generally is chaired by a regional museum property lead. Topics typically include accessions, deaccessions, loans, and declarations of property as museum property.
50. **Museum Property Working Subgroup or MPWS.** The MPWS is a subgroup established by the Director, Policy and Administration (Policy), under the Cultural Resources Management Working Group that brings issues to Policy and contributes in the development of policy, D&S, and guidance. This subgroup is chaired by the National Curator and is composed of one representative from each region, usually the regional museum property lead.
51. **Museum Records.** 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). These records must be permanently retained (see RM D&S, *Museum Records*, LND 02-05; RCD 05-01; and Reclamation's Information Management Handbook). Museum records are not museum property.
52. **NAGPRA Cultural Items.** NAGPRA cultural items are defined as Native American human remains, associated funerary objects, unassociated funerary objects, sacred objects, and objects of cultural patrimony.
53. **Natural Resources.** Natural resources include biological, geological, and paleontological specimens. See the definitions for Biological, Geological and Paleontological Collections.

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54. **Non-Reclamation Facility.** Non-Reclamation facility is a facility where Reclamation lacks both ownership and operation and maintenance responsibilities (e.g., museum, historical society, university, or research center), that houses Reclamation museum property.
55. **Object.** An object, as used in this D&S, typically means a specimen or an artifact that has been designated as museum property. A museum object must be categorized as belonging to one of the following disciplines: archaeology, archives (including associated records), art, biology, ethnography, geology, history, or paleontology.
56. **Ownership.** Ownership means having legal title plus the exclusive legal right to possession. See Ownership of Museum Property, Paragraph 9 of this D&S.
57. **Paleontological Collections.** Paleontological collections include vertebrate, invertebrate, and plant fossils systematically collected from Reclamation land or systematically recovered as a result of Reclamation projects on non-Reclamation land that are not considered to be a working collection.
58. **Personal Property.** Personal property means any property, except real property, including museum property.
59. **Property Management Officer.** Property Management Officer is the Director, Management Services Office (Reclamation Supplements to the FMR 114S-60.100(w)).
60. **Property, Plant, and Equipment.** Property, plant, and equipment consists of tangible assets, including land, that have estimated useful lives of 2 years or more, are not intended for sale in the ordinary course of operations, and have been acquired or constructed with the intention of being used, or being available for use, by the entity.
61. **Qualified Museum Professional.** Qualified museum professional is a person who possesses knowledge, experience, and demonstrable competence in museum methods and techniques appropriate to the nature and content of the museum property under the person's management and care, and commensurate with the person's duties and responsibilities. A qualified museum professional may be a curator, museum specialist, archaeologist, historian, cultural resources management professional, or similarly trained individual.
62. **Real Property.** Real property is any interest in land, together with the improvements, structures, and fixtures located thereon.
63. **Reclamation Facility.** Reclamation facility is a building or structure owned by Reclamation and operated and maintained by Reclamation or another entity using appropriated funds from the Congress, revolving funds, or other funding sources (e.g., cost sharing, user contributions, and user fees).
64. **Reference Collections.** See Working Collections.

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65. **Regional or National Significance.** Regional or national significance applies to an accession or deaccession action if (1) the action may set a precedent for Reclamation or the region, (2) the action may significantly impact the management of the region's museum property program, or (3) the action may have political implications.
66. **Reviewing Official.** Reviewing official is a regional director or a director of a Washington/Denver-based office, or their designee. Also, see Responsibilities for Managing Museum Property, Reviewing Official, Paragraph 4.D. of this D&S.
67. **Scope of Collection Statement or SOCS.** A SOCS is a basic museum property planning document required by each region, Washington/Denver-based office, and unit having, or expecting to have, museum property that provides a framework for identifying and maintaining museum property. A SOCS defines the purpose of the collection, and sets limits, such as subject, geographical location, and time period to which each collection and object must relate.
68. **Sensitive Property.** Sensitive property is property that is system-controlled, regardless of value, by detailed accountability records.
69. **Space.** Space refers to the physical location of museum property within a facility. Types of space include storage, exhibit, and administrative office.
70. **Standards.** Standards, as used in this D&S, directly correlate to the Department's required standards for managing museum property in Directives 3 and 4, and 36 CFR part 79 for managing archaeological collections.
71. **Storage Space.** Storage space is space designated for the safekeeping of museum property not currently on exhibit, display, or loan. Storage spaces include laboratories, buildings, annexes, pods, or shops that an administrative organization (facility) either owns or manages. The Department's standards for managing museum property in storage space can be found in Directive 4, Paragraph 1.12.
72. **Unit.** Unit is a Reclamation organizational entity (i.e., administrative, regional, area, operations, field, power, facilities, or construction office) that manages museum property.
73. **Washington/Denver-Based Offices.** Washington/Denver-based offices means a Reclamation organizational unit based in Washington, D.C., or Denver, Colorado.
74. **Working Collections.** Working collections, also known as reference collections, are organic or inorganic items maintained by programs within Reclamation for the purpose of education, identification, or ongoing research. These collections are not intended for permanent, long-term preservation; however, some items may be designated museum property in the future. These collections may or may not be maintained to the standards of museum property and may be consumed or disposed of during the analysis process

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according to established research or collection plans. These collections facilitate the work of scientists who collect and process large quantities of samples or specimens for analysis and other purposes.