

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 (Department or DOI) 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); 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; Identifying and Managing Museum Property, 411 DM; Interior Property Management Directives supplement to the Federal Management Regulations (FMR); Reclamation Supplement to the FMR; and DOI Museum Property Directives (Directives).</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 SFFAS No. 29 – Heritage Assets and Stewardship Land.</p>
Approving Official:	Director, Policy and Administration (Policy)
Contact:	Land Resources Division, 84-53000

1. **Introduction.** The United States Government owns a category of stewardship property, plant, and equipment 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

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Government Accountability Office) report that cited Government-wide lack of accountability for museum property. In addition, a 1990 Office of Inspector General (OIG) 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)). In response to a follow up audit conducted by the OIG in 2009, the Department initiated the development of the Directives, a set of policy documents to replace 411 DM-MPH. Museum property continues to be a visible asset within the Department, with measurable data reported under both the Government Performance and Results Act (GPRA) and Activity Based Costing/Management (ABC/M) initiatives.

2. **Applicability.** This D&S applies to all Reclamation employees 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. **Director, Policy.** The Director, Policy, is responsible for appointing a National Curator to manage Reclamation's Museum Property Program, as required by 411 DM, Paragraph 1.6D.(3)(b).
 - B. **Federal Preservation Officer (FPO).** The FPO provides overall program administration and coordination of Reclamation's Museum Property Program. The FPO exercises program oversight responsibilities in the following manner:
 - (1) **Policy Development.** Provides broad policy development guidance, and reviews and recommends for approval new or updates to existing Reclamation policy, D&S, and guidance for managing museum property.
 - (2) **Strategic Planning.** Reviews and recommends for approval updates to Reclamation's Collection Management Plan (CMP) and other strategic planning documents.
 - (3) **Policy Interpretation.** Provides policy interpretation and advice to the National Curator and Reclamation units with a focus on integration of the Museum Property Program requirements into the broader Cultural Resources Management Program requirements.
 - (4) **Program Review.** Reviews the Museum Property Program at the regional and unit levels for compliance with program requirements and provides

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recommendations as necessary. Reviews responses to various external program audits, coordinates with audit liaisons, and tracks completion of commitments for resolution of audit findings and recommendations.

- C. **National Curator.** The National Curator is responsible for managing Reclamation's Museum Property Program, and has the following responsibilities, as required by 411 DM, Paragraph 1.6E.
- (1) **Policy Development.** Develops and 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.
 - (2) **Strategic Planning.** Develops and updates Reclamation's CMP and other strategic planning documents.
 - (3) **Reporting and Analysis.** Maintains, analyzes, and consolidates data submitted by Reclamation units on Museum Property Program actions and accomplishments for inclusion in the Agency Financial Report, the Museum Property Management Summary Report (Summary Report), GPRA and ABC/M documents, the Secretary's Report to Congress on the Federal Archaeology Program, and other reporting requirements as needed. Establishes internal reporting procedures, content requirements, and deadlines. Prepares responses to various external program audits, coordinates with the regions/units and audit liaisons, and tracks completion of commitments for resolution of audit findings and recommendations.
 - (4) **Review and Comment.** Reviews and comments on regional draft museum property management documents for suitable coverage of, and adherence to, Reclamation's museum property management goals, policies, and standards. This includes, but is not limited to, CMPs, Scope of Collection Statements (SOCS), regional policy and guidance, and plans to address audit recommendations. Additionally, the National Curator will review and comment on unit draft museum property management documents at the request of the regional or unit museum property lead.
 - (5) **Policy Interpretation.** Provides policy interpretation, technical assistance, and advice to Reclamation units regarding compliance with laws, regulations, and the Department's and Reclamation's policies and standards for acquiring, preserving, protecting, documenting, accessioning, deaccessioning, and using museum property.

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- (6) **Museum Property Working Subgroup (MPWS).** On behalf of the FPO, acts as the chair of the MPWS, a subgroup of the Cultural Resources Management Working Group. Establishes the meeting location, time, and defines topics of discussion; maintains a record of the meeting minutes, action items, and recommendations; and coordinates and implements assignments and products.
 - (7) **Interior Collection Management System (ICMS).** Serves as the ICMS Administrator for Reclamation, as required by Directive 18, *Interior Collection Management System (ICMS)*, Paragraph 1.4E. Provides technical assistance to Reclamation units.
 - (8) **Information Access.** Maintains access to information on Reclamation's museum property through various media.
 - (9) **National Representation.** Represents Reclamation on national committees (e.g., Interior Museum Property Committee and ICMS Change Control Board) and at venues where the scope is national or multi-regional.
- D. **Reviewing Official.** The reviewing official is a regional director or director of a Washington/Denver-based office, or designee. Responsibility may only be redelegated to the manager of a unit (see definition of Unit in Appendix B of this D&S). 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 National Curator.
 - (3) **Documentation.** Certifies that museum records are current and accurate for museum property within the respective region/unit.
 - (4) **Program Management Documents.** Ensures that documents identified in Paragraph 16 of this D&S are prepared, reviewed, approved, and implemented.
 - (5) **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 (Directive 4, *Required Standards for Managing and Preserving Museum Property*). Pending permanent corrective action, ensures temporary actions are taken to reduce deterioration due to environmental conditions and to improve

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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.

- (6) **Data Management.** Certifies that museum property data in ICMS is current and accurate for museum property within the respective region/unit (see also RM D&S, *Museum Records*, LND 02-05).
 - (7) **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. Provides review and written approval for requests for access to NAGPRA cultural items (see also Paragraph 7 of this D&S).
 - (8) **Long-Term Curation.** Ensures that long-term curatorial services agreements are established for all non-Reclamation facilities curating museum property for the respective region/unit.
 - (9) **Reporting.** Reviews, signs, and submits consolidated reports according to established procedures and schedules identified in Paragraph 17 of this D&S.
 - (10) **Training.** Ensures that responsible managers and technical staff have the training necessary to meet the requirements of this D&S.
 - (11) **Museum Property Groups.** Designates, in writing, an individual to the MPWS (see Paragraph 4.C.(6) of this D&S). Establishes and assigns individuals to museum property committee(s) (see Paragraph 5 of this D&S).
- E. **Accountable Officer.** The accountable officer is appointed, in writing, by the reviewing official and has the following responsibilities (Reclamation Supplement to the FMR 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 National Curator.
 - (3) **Documentation.** Ensures that current and accurate museum 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 16 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 (Directive 3, *Required Standards for Documenting Museum Property*, Paragraphs 1.6B. and 1.11F.), except where the action could have regional or national significance (see Paragraph 11 and the definition for Regional or National Significance in Appendix B of this D&S).
 - (6) **Data Management.** Ensures that museum property data is entered and maintained in ICMS (see also LND 02-05).
 - (7) **Annual Inventories, Reconciliations, and Certifications.** Ensures that the annual museum property inventory, reconciliation, and certification are completed and reported as per Paragraph 17.E. of this D&S.
 - (8) **Long-Term Curation.** Provides review and comment on curatorial services agreements and submits them to the reviewing official for approval.
 - (9) **Access and Use.** Provides review and written approval for loans, consumptive use, and access to controlled property with the exception of NAGPRA cultural items (see Paragraph 7 of this D&S).
- F. **Custodial Officer.** The custodial officer is appointed, in writing, by the accountable officer and 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 records are maintained and accessible.
 - (4) **Program Management Documents.** Assists the accountable officer in ensuring that current and accurate museum property management documents are maintained and accessible.
 - (5) **Data Management.** Assists the accountable officer in ensuring that museum property data is entered and maintained in ICMS (see also LND 02-05).

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- (6) **Management Standards.** Monitors whether the unit is in compliance with the management standards established in the RM Policy, *Museum Property Management*, LND P05, LND 02-05, 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.
- G. **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, National Curator, reviewing official, accountable officer, custodial officer, regional museum 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 17 of this D&S) through the normal chain-of-command.
 - (3) **Program Management Documents.** Prepares drafts of museum property management documents identified in Paragraph 16 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. Regional museum property leads must submit regional museum property management documents to the National Curator for review and comment (see Paragraph 16 of this D&S).
 - (4) **Long-Term Curation.** Develops curatorial services agreements (see Paragraph 22 of this D&S) and submits them to the regional museum property lead and accountable officer for review and comment.
5. **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 1.6D.(4). A museum property committee will ensure established policy is followed concerning all accession and deaccession actions, declarations of property as museum property, use of NAGPRA cultural items, and other museum property requirements, as appropriate.

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- 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(s), and discipline specialist(s) as needed.
 - B. The museum property committee shall meet as needed, but not less than once annually.
6. **Management Standards.** Reclamation shall manage its museum property to the standards identified in Directives 3 and 4. For its archaeological collections, it shall manage them to the standards of Directives 3 and 4, and 36 CFR part 79.
7. **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, 411 DM, and the Directives 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 with 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 cultural affiliation cannot 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, 411 DM, and the Directives until the items undergo disposition.
8. **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, 411 DM, and the Directives while under Reclamation's control.

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9. **Ownership of Museum Property.** All items, field data, analysis data, documentation records, and electronic/magnetic/optical media collected or created: under a Reclamation Antiquities Act, ARPA, or PRPA permit; as a result of an activity on Reclamation land; or 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. Ownership of archaeological collections may be transferred to another Federal entity under certain circumstances (see 36 CFR 79.6(a)(5), and RM D&S, *Administration of the Archaeological Resources Protection Act (ARPA) on Bureau of Reclamation Land*, LND 02-04, Paragraph 5.A.). 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.
10. **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, except NAGPRA cultural items, shall be disposed of according to the FMR (see 41 CFR 102-35 to 102-42), retained as personal property according to Reclamation Supplement to the FMR, 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 Supplement to the FMR 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 (Reclamation Supplement to the FMR 114S-60.100(c)(a)(4) and 411 DM-MPH, Volume II, Chapter 2, Paragraph C.5.c.). This does not include items created for storage or display purposes, such as stands or signage.
 - C. **Purchase from Commercial Sources.** Property specifically purchased for inclusion in the museum collection (Reclamation Supplement to the FMR 114S-60.100(c)(a)(7) and 411 DM-MPH, Volume II, Chapter 2, Paragraph C.2.).
 - D. **Authorized Field Collection.** Items recovered under authority of the Antiquities Act, RSA, NHPA, AHPA, ARPA, PRPA, or project-specific authorization.
 - E. **Unauthorized Collection.** Items recovered by unauthorized means from Reclamation land (411 DM-MPH, Volume II, Chapter 2, Paragraph C.5.b.). The appropriate museum property lead, qualified museum professional, cultural resources management

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professional, or discipline specialist shall determine if the item(s) will be retained by Reclamation as museum property, retained as a working collection, or disposed.

- 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 Supplement to the FMR 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 and title to the property must be transferred to Reclamation. All copyrights must be transferred to Reclamation, to the extent possible. 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).
11. **Accession and Deaccession.** The accountable officer must approve all accession and deaccession actions. If an action may have regional or national significance, then the accountable officer must provide a recommendation for approval/disapproval to the reviewing official, Director, Policy, or the Commissioner only after receiving concurrence from the appropriate museum property committee, and input from the FPO and National Curator. 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 object or a group of objects, 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 object 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 (see LND 02-05). Reclamation shall also ensure compliance with the accessioning standards in Directive 3, Paragraph 1.6, and Paragraph 10 of this D&S. Creating accessions with open-ended dates or ‘open accessions’ is not recommended. Upon completion of an authorized activity that generates museum property (e.g., archaeological field collection), Reclamation shall ensure a list of the items and associated records is created and all property is present. Reclamation shall determine which items are museum property according to the criteria listed in Directive 1, *Introduction to Managing Museum Collections (Museum Property)*. The museum property then shall be formally accepted, accessioned, and housed in a curation facility.

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B. Deaccession. Reclamation possesses the authority to make discretionary and non-discretionary deaccessions of its museum property under specific circumstances, as noted in Paragraphs 11.B.(1) and (2) of this D&S. Reclamation shall ensure compliance with the deaccessioning standards in Directive 3, Paragraph 1.11. In addition, Reclamation must ensure all objects proposed for deaccessioning are fully cataloged, as appropriate to the discipline type or Federal regulations, prior to deaccessioning. 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 11.B.(1) and 11.B.(2)(a) and (b) occur.

(1) **Discretionary Deaccessions.**

- (a) Transfer within Reclamation or to another Federal agency, for archaeological collections only (36 CFR 79.6(a)(5));
- (b) consumptive use, only if the benefits outweigh the resulting damage or loss (for archaeological collections see 36 CFR 79.10(d)(5)); or
- (c) firearm disposal (see Reclamation Supplement to the FMR 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 or inadvertent destruction; or
- (d) theft.

12. **Cataloging.** Cataloging is the action of assigning a unique identifying number to an object or group of objects 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 (see LND 02-05). The cataloging standards established in Directive 3, Paragraph 1.7, must be followed for all museum objects and collections, including the mandatory data fields in Directive 3, Paragraphs 1.7E-H (see also 411 DM-MPH, Volume II, Chapter 3 and 411 DM-MPH, Volume II, Appendix E).

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13. **Item Count.** Item count is the method of counting museum property, including individual objects, objects with component parts, and groups of objects.
- A. **Accessioning.** Acceptable forms of counts for accessioning include: actual, estimate, and bulk. Estimated item counts are only acceptable for accessions. Once objects 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 object(s) in regard to material type and use of collections. A lot is a method of counting multiple objects with similar and non-distinguishing characteristics. The item count within the lot is required (e.g., 1 lot of 67 potsherds = 67 objects). A bulk count is reserved for objects when counting is not feasible, such as environmental samples, debitage, and materials that will continue to degrade despite preventive measures. Linear feet and cubic feet are not acceptable methods of counting. For archives for which an item count is unknown, the number of linear feet multiplied by 1600 shall be used to provide an item count in the Summary Report.
14. **Data Management.** Reclamation units shall document all museum property using ICMS including accession and catalog records, deaccessions, annual inventories, conservation, loans, and exhibits (see LND 02-05). Original museum records shall be retained indefinitely (see RM D&S, *Information Management*, RCD 05-01; and Reclamation's Information Management Handbook). Two copies of all museum records are required and shall be maintained at separate locations (see LND 02-05, Paragraph 8).
15. **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;
 - 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

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- 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 objects, Form 7-2519 shall be used once with a suitable attachment that documents the complete list of objects.).
16. **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 National Curator for review and comment. Unit museum property management documents must be submitted to the accountable officer and regional museum property lead for review and comment prior to approval by the reviewing official. Unit museum property management documents may also be submitted to the National Curator for review and comment, if requested by the regional or unit museum property lead. Within 30 days after approval, signed copies of museum property management documents identified in Paragraphs 16.A. – F. and 16.I. of this D&S must be sent to the National Curator. The regional office shall maintain copies of all museum property management documents generated by units within the region.
- A. **Scope of Collection Statement or SOCS.** Each Reclamation region, Washington/Denver-based office, and unit that has, or expects to have, museum property must have a SOCS (411 DM 1.11B.(1)). A SOCS is the basic planning document that defines the holdings, present and future, of those museum objects 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 object 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, Washington/Denver-based office, and unit SOCS. The National Curator develops and maintains the Reclamation SOCS with input from the FPO and MPWS. This document outlines the parameters of collecting activities at the bureau level, defines the purpose of the museum collection, sets limits on acquiring and disposing of museum property, and considers public use of the collection.
- (2) **Regional and Washington/Denver-based Office SOCS.** Each region and Washington/Denver-based office must have a SOCS that describes its collection strategy and must integrate and tier from the Reclamation SOCS. The regional or Washington/Denver-based office reviewing official must approve the regional or Washington/Denver-based office SOCS. When a regional SOCS has an

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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 appropriate 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. Collection Management Plan or CMP. Each Reclamation region, Washington/Denver-based office, and unit that has, or expects to have, museum property must have a CMP (see 411 DM 1.11A. and B.(2)). A CMP is the basic planning tool used to manage museum property. It identifies actions required to preserve, protect, and document museum property in order to meet management standards and maintain the objects 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 CMP must be reviewed at a minimum of every 5 years and updated as necessary.

- (1) **Reclamation CMP.** The Reclamation CMP is the platform for all regional, Washington/Denver-based office, and unit CMPs. The National Curator develops and maintains the Reclamation CMP with input from the FPO and 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 and Washington/Denver-based Office CMP.** Each region and Washington/Denver-based office 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 or Washington/Denver-based office 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). Each Reclamation and non-Reclamation facility that has custody of Reclamation museum property must have an EMP (see 411 DM 1.11B.(3)). The primary goal of emergency planning is to avoid the

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damage or loss of museum property that is, or may be, affected by an emergency while giving priority to human health and safety. Communication and coordination with appropriate facility staff must be implemented prior to an emergency to ensure the safe evacuation and continued preservation of Reclamation's museum property. 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 housed in new spaces within the facility, or if Reclamation's emergency contact information changes. An EMP must contain the following:

- (1) the risks and threats to the facility;
- (2) the vulnerabilities of all museum property under the facility's control;
- (3) a prioritized list 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. Integrated Pest Management (IPM) Plan. Each Reclamation and non-Reclamation facility that has custody of Reclamation museum property must have an IPM plan (411 DM 1.11B.(4)). An IPM plan is the tool for controlling pests through monitoring, mitigation, and treatment. The primary goals of an IPM program are to eliminate and prevent pests from inhabiting the building and damaging the museum collections, and to reduce the amount of pesticides used. IPM plans must be reviewed at a minimum of every 5 years, and updated as necessary, to ensure information is current and accurate. IPM plans must be updated when new material types are entered or identified at the facility, when museum property is housed in new spaces within the facility, or if the IPM program is not effectively controlling and preventing pest infestation. An IPM plan must contain the following:

- (1) pests commonly found, or likely to be found, in the museum space(s);
- (2) mitigation strategies to prevent pests from entering the museum space(s);
- (3) methods to monitor and identify pests;
- (4) methods to treat the museum space(s) and museum objects if pests are discovered; and
- (5) approaches to educate and involve staff to ensure the IPM plan is properly implemented.

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- E. **Security Plan.** Each Reclamation and non-Reclamation facility that has custody of Reclamation museum property must have a security plan (411 DM 1.11B.(4)). A security plan is a formal document developed to control access to museum property. Security plans must be reviewed at a minimum of every 5 years, and updated as necessary, to ensure information is current and accurate. Security plans must be updated when museum property is housed in new spaces within the facility or when the plan is not effectively controlling access to museum property. A security plan must address the following:
- (1) controlling access to keys and other entry methods;
 - (2) opening and closing procedures for storage, exhibit, and administrative office spaces;
 - (3) recording visitor and researcher access;
 - (4) recording and tracking the movement of objects;
 - (5) informing security staff of procedures for access and use; and
 - (6) using an appropriate combination of mechanical devices and electronic security systems.
- F. **Housekeeping Plan.** Each Reclamation and non-Reclamation facility that has custody of Reclamation museum property must have a housekeeping plan (411 DM 1.11B.(4)). A housekeeping plan is a formal document developed to ensure consistent, long-term care of museum collections. Housekeeping plans must be reviewed at a minimum of every 5 years, and updated as necessary, to ensure information is current and accurate. Housekeeping plans must be updated when new material types are entered or identified at the facility, when museum property is housed in new spaces within the facility, or if the plan is not effectively controlling the agents of deterioration. A housekeeping plan must include the following:
- (1) overview of the museum property housed in each of the museum spaces;
 - (2) description of all museum spaces in the facility;
 - (3) staff responsible for implementing the housekeeping plan; and
 - (4) comprehensive list of the tasks necessary to prevent damage to and minimize deterioration of museum objects, archives, and museum records.
- G. **Conservation Survey.** A conservation survey is required immediately after the identification of a possible conservation problem. A conservation survey provides

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information on the environment of spaces housing museum property, records the condition of individual objects or groups of museum property, determines conservation treatment needs and priorities, and records baseline data to assess future deterioration. A conservator specializing in the treatment of the particular type of object(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 National Curator review and comment and do not require approval by the reviewing official.

H. **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 object warrants conservation. An item-level condition assessment also must be completed whenever an object is handled or used (e.g., annual inventory, outgoing loan, exhibit, or research). Condition must be documented in the catalog record and in ICMS. The assessment must be performed by a qualified museum or cultural resources management professional. If an object warrants conservation treatment, then the catalog record and ICMS must be updated to include that information, and the object must be scheduled for treatment. If scheduled conservation is delayed, then the cost estimated for conservation shall be tracked as deferred maintenance and must be reported in Reclamation's Agency Financial Report and Summary Report. Item-level condition assessments are not subject to National Curator review and comment and do not require approval by the reviewing official.

I. **Facility-Level Condition Assessment.**

(1) A facility-level condition assessment must be conducted for all Reclamation and non-Reclamation facilities housing Reclamation museum property (411 DM 1.11B.(5)). 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 Facility Checklist for Spaces Housing DOI Museum Property (Checklist). The facility's condition rating is based on the average score for all spaces within each facility containing Reclamation museum property. A facility must be re-evaluated when new spaces are added, when conditions of the facility are known to change, or at a minimum of every 5 years. Facility-level condition assessments are not subject to National Curator review and comment and do not require approval by the reviewing official. The following are acceptable alternatives to the Checklist completed by Reclamation:

(a) **Other Bureau Checklist.** A facility-level condition assessment completed within 5 years by another bureau within the Department.

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- (b) **American Alliance of Museums Accreditation.** Accreditation by the American Alliance of Museums may be used in lieu of an assessment completed by Reclamation or another bureau within the Department, and shall be reported as being in good condition.
- (2) If a Reclamation facility does not meet a standard in the Checklist, 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 in Reclamation's Agency Financial Report and Summary Report. If a non-Reclamation facility does not meet a standard in the Checklist, estimating the cost to meet the standard is not required. However, at the discretion of the reviewing official, Reclamation may also identify and provide funding for improvements to non-Reclamation facilities that have custody of Reclamation museum property and do not meet each standard in the Checklist.
17. **Reporting.** The following reports are due annually unless designated otherwise.
- A. **Reclamation Heritage Assets Report.** Regional and Washington/Denver-based offices' shall submit third and fourth quarter reports containing information about facilities holding Reclamation museum property to Policy. The National Curator shall analyze and consolidate the information, and submit the required report for inclusion in Reclamation's Agency Financial Report.
- B. **Summary Report.** Regional and Washington/Denver-based offices' shall submit annual fiscal year reports containing information about Reclamation's museum property to Policy, as required by 411 DM 1.12C. Additional information may be required as per the Department's or Reclamation's current year data call. The National Curator shall analyze and consolidate the information, and prepare Reclamation's Summary Report, with input from the FPO.
- 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 fiscal year-end GPR documents submitted by the regions to the GPR Coordinators shall be sent to the FPO and National Curator.
- 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 fiscal year-end ABC/M documents submitted by the regions to the ABC/M Coordinators shall be sent to the FPO and National Curator.

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E. **Annual Inventory, Reconciliation, and Certification.** The accountable officer is responsible for ensuring an annual physical inventory of Reclamation museum property held at each of his/her facilities is completed. However, the accountable officer may delegate the responsibility for actually verifying 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. An accountable officer may also authorize a qualified museum professional at a non-Reclamation facility to conduct the physical inventory if it is included in the agreement with the facility to provide such services. The physical inventory process for facilities that house museum property from multiple units may be conducted by one individual with the approval of each unit's accountable officer. However, the inventory of each unit's museum property must be conducted separately and separate certificates of inventory must be signed by each unit's accountable officer. Each inventory shall be conducted according to instructions provided in Reclamation Supplement to the FMR 114S-60.304 and Directive 3, Paragraph 1.8. Museum property must be identified as sensitive property on the Certificate of Inventory (Reclamation Supplement to the FMR 114S-60.3 Property Inventories). Annual inventory certification is due to the Property Management Officer in early October and must certify whether objects included in the inventory are present or absent; confirm the location of the objects 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 National Curator. 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 Reclamation Supplement to the FMR 114S-60.301-71 (see also 411 DM-MPH, Volume II, Chapter 4).
 - (a) **Controlled Property Inventory.** A 100 percent inventory of all controlled museum property must occur annually for each facility and is required by Directive 3, Paragraph 1.8A.(1). Short-term incoming loans and objects on exhibit/display are considered controlled property for inventory purposes and require a 100 percent inventory.
 - (b) **Non-Controlled/Cataloged Property Inventory.** A random sample inventory of non-controlled museum property that has been cataloged must occur annually for each facility and is required by Directive 3, Paragraph 1.8A.(2). The random sample must be of a sufficient size to produce a statistically relevant reflection of the total collection.
 - (c) **Accessioned/Uncataloged Property Inventory.** A random sample inventory of museum property that has been accessioned but is uncataloged

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must occur annually for each facility and is required by Directive 3, Paragraph 1.8A.(3). The sample 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 Directive 3, Paragraph 1.8B.(2) when a substantial loss occurs or a significant number of objects are unaccounted for in a collection or facility.
 - (e) **Change in Accountability Inventory.** A 100 percent inventory, a random sample inventory, or a written acceptance by the new accountable officer is required by Directive 3, Paragraph 1.8B.(1), whenever the designation of accountable officer changes (see 410 DM 114-60.202-203). If the incoming accountable officer elects to waive the written acceptance, then the procedures listed in Paragraphs 17.E.(1)(a)-(c) must be immediately followed for all controlled and non-controlled museum property for which the accountable officer is responsible.
- (2) **Reconciling Inventories.** Annual inventories shall be reconciled per instructions provided in Reclamation Supplement to the FMR 114S-60.303 and Directive 3, Paragraph 1.8D. Objects found during the inventory, but not previously listed in the museum records, must be accessioned and cataloged in accordance with Directive 3, Paragraphs 1.6 and 1.7, if the objects meet the definition of museum property and fit within the unit SOCS.
- (a) **Board of Survey.** When loss, inadvertent destruction, or theft of museum object(s) is discovered, a Report of Survey (Form 7-778) shall be completed to document the findings (Reclamation Supplement to the FMR 114S-60.808-1) and a Board of Survey shall convene to determine if corrective action is appropriate. Museum records shall be updated in ICMS, and the change in collection status shall be reported in the appropriate Summary Report.
 - (b) **Further Investigation.** Further investigation by law enforcement or the OIG shall be pursued if gross misconduct or negligence is discovered during the investigation for the Board of Survey.
- (3) **Certifying Inventories.** Annual inventories shall be certified per instructions provided in Reclamation Supplement to the FMR 114S-60.304 and Directive 3, Paragraph 1.8E.

18. **Use of Museum Property.** Collections or individual objects shall be made available for scientific, educational, and religious use subject to such terms and conditions as are

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necessary to protect and preserve condition, research potential, religious or sacred importance, and uniqueness of the object or collection. Access shall be restricted to associated records that contain sensitive information. The use of museum property for commercial purposes or private pecuniary gain is not permitted, except where specifically authorized by law or approved by the accountable officer. Reclamation shall ensure compliance with the provisions in 36 CFR 79.10, LND 02-04, Paragraph 11.A.(3), and Paragraph 7 of this D&S.

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 Directive 3, Paragraph 1.9. Incoming loans shall not be accessioned. The borrower of an outgoing loan shall not subloan to other institutions. Outgoing loans are to be made with entities with facilities in 'good' condition, using the Checklist, and not to individuals. Loans are documented by assigning a unique number and completing a loan agreement or similar instrument. Loan documentation shall include conditions for shipping, handling, and insuring the objects, 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. **Temporary Custody.** A temporary custody receipt is required when museum objects are held in temporary custody by Reclamation or another entity. Examples of temporary custody include identification, conservation, review for possible donation or transfer, or appraisal. Temporary custody of objects must not exceed 90 days, unless approved, in writing, by the accountable officer.
21. **Conservation.** Treatment of museum objects in an unstable condition may only be performed by a trained conservator using professional conservation standards and practices. The museum property lead has the discretion to determine if treatment is warranted, with the approval of the accountable officer. All actions must be documented in ICMS and a copy of the report must be added to the object file.
22. **Curatorial Services Agreements.** Reclamation shall enter into formal agreements for curatorial services with non-Reclamation facilities having custody of Reclamation museum property. Prior to approval by the reviewing official, draft agreements must be submitted to the regional museum property lead and appropriate accountable officer for review and comment. Draft agreements will also be submitted to the National Curator 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 National Curator. 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:

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- A. provide access to the collections for, and assist with, required annual inventories;
 - B. provide data needed by Reclamation for reporting;
 - C. provide access to spaces housing Reclamation collections for, and assist with, required facility-level condition assessments;
 - D. ensure Reclamation's museum property, or the containers holding the museum property, identifies the objects as the "property of the United States Government (Bureau of Reclamation)" in a manner that does not damage or alter the integrity of the object(s);
 - E. obtain written approval from the appropriate Reclamation accountable officer prior to agreeing to loan Reclamation museum property, and only if the facility of the receiving entity meets the standards in Directive 4;
 - F. obtain written approval from the appropriate Reclamation accountable officer prior to allowing access to associated records that contain sensitive information;
 - G. obtain written approval from the appropriate Reclamation accountable officer prior to allowing consumptive use of Reclamation museum property; and
 - H. 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 also be approved by the reviewing official.
23. **Funding Museum Property Management Activities.** Reclamation museum property activities are funded from Reclamation and non-Reclamation sources.
- A. **Reclamation Funding.** Museum property activities are funded through appropriate Reclamation fund authorizations, such as authorized projects (see RM D&S, *Cultural Resources Management (CRM)*, LND 02-01, Paragraph 7.C.), Land Resources Management accounts, Policy and Administration accounts, or the Working Capital Fund.
 - B. **Non-Reclamation Funding.** Funds can also be obtained from non-Reclamation sources through a variety of means, such as grants, or costs for curatorial services at non-Reclamation facilities that are included as a condition in a permit or license (see LND 02-01, Paragraph 7.B.).

Reclamation Manual Transmittal Sheet

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