

**US Fish and Wildlife Service  
Museum Property Management Plan  
February, 2012**

**Initiation of Plan**

This museum management plan was prompted by a 1990 Office of the Inspector General's (IG) audit that found deficiencies in how Department of the Interior (DOI) bureaus and offices were managing their museum property collections (updates for the 2008 IG audit are also included). Under the direction of the Assistant Secretary for Policy, Management and Budget (AS-PMB), the DOI has undertaken a program to locate and account for museum property and initiate necessary preservation and protection measures. A DOI-wide museum property committee has developed policy, guidance, and standards for bureaus to use in improving the care of their collections. DOI guidance is found in 411 DM.

**Current FY Information for FWS Museum Property**

As of 2011, the Service is responsible for about **4.1** million objects that include: archaeology, art, ethnography, history, archives, biology, paleontology and geology. Approximately **22** percent of the total number of objects is maintained by Service units, while the remaining materials are curated in non-Federal repositories. The number and size of collections continue to grow as a result of cultural resource studies completed in response to the requirements of the National Historic Preservation Act of 1966, as amended. It is important to note that property seized and disposed of by the Service's Law Enforcement program is not covered under this plan. Seized property is managed under separate regulations and policies found under 50 CFR 12. Law Enforcement does communicate with the museum property program in those instances where a seized item is also considered museum property.

The FY 2011 FWS annual museum property summary report indicates that **119** FWS units are responsible for managing museum property with most collections housed in **183** non-federal institutions. Responsibility for museum property collections has been reported at all administrative levels, e.g., the FWS Washington Office, Regional Offices, field stations and administrative sites such as the National Conservation Training Center (NCTC).

**Funding**

In FY 2011, \$385,000 from the Service's Refuge Operations and Maintenance Activity has been allocated to Regions as Arts and artifacts funding for activities directly associated with the Departmental program. Funding has been used for program oversight and coordination, compiling inventory information, providing technical assistance and purchasing equipment and supplies for field stations. Additionally, Service repositories, including the D.C. Booth Historic Fish Hatchery, DeSoto National Wildlife Refuge and the National Conservation Training Center, receive additional operations and maintenance funding to maintain their collections, exhibits and facilities.

Table 1 lists funding needs based on a 2011 Workload Analysis for the FWS Cultural Resources program that called for 1 additional FTE per Region to handle the agency's museum property needs. The report also noted a need for a doubling of the current FWS Arts and Artifacts budget.

**Table 1 Estimated funding needs for museum property**

Action	Need	Funding Amount	Outcome
Increase the current number of FTE for the cultural resource program	Our workload analysis recommends an additional 8 FTE (GS 7, 9, 11) Service-wide to meet museum property responsibilities for FWS	\$271,832 ( for 8 GS 7s)	The addition will allow for dedicated staff and time that can be allocated for other program components such as NAGPRA compliance
Create a National Curator/NAGPRA coordinator position at the Washington level	This addition of 1 FTE (GS 11) will more effectively address FWS museum property	\$50,287	<ol style="list-style-type: none"> <li>1. Standardization of FWS organization against that seen in other Bureaus</li> <li>2. Enhance the FWS ability to consult with Tribes on NAGPRA</li> <li>3. Improve FWS ability to meet the needs of its programs (e.g. OLE NAGPRA needs)</li> </ol>
Raise the current level of base funding available for museum property management	The current level that has been in effect since 1992 should be doubled and added to base funding for 2013. It should be revisited annually beginning in 2014.	\$770,000 (doubling of current amount)	<ol style="list-style-type: none"> <li>1. Augment current ability to actively manage collections</li> <li>2. Fund current agreements with non-federal repositories housing collections</li> </ol>
Set aside 2 year money in FY 2013 for a review of FWS legacy collections	Special funding (equivalent to 1 FTE, GS 11, for 18 months) should be used for a contract to examine all FWS legacy collections for NAGPRA items.	\$50,287	Enable of review of FWS legacy collections for NAGPRA items
		<b>\$1,142,406</b>	

### **Museum Program Timeline**

2012—accession any collections that meet the definition of museum property and that have not already been accessioned

2012—issuance of an updated Museum Property Policy (in progress); issuance of a Workload Study for the FWS Cultural Resources program—includes a component on museum property management (complete January 2012).

2011—Service archaeologist named National Curator for FWS

2010—the FWS began examining its collections to re-certifying only those that longer meet the definition of museum property as per DM 411. This is a necessary step to providing proper management in faculties meeting standards for those collections that actually are museum property (on-going).

2009—GAO audit of NAGPRA compliance

2008—a second OIG audit for museum collections

2007—a follow on to the 1991 survey was initiated wherein 80 units reported meeting standards with 32 reporting that they did not.

2009—an online training course that includes museum property management was developed in conjunction with our National Conservation Training Center. The course is available through DOI Learn

1996—NAGPRA assessment released to comply with that Act.

1992—museum property policy and scope of collections guidance issued (see Appendix 1).

1991—in response to the IG audit of 1990, the FWS initiated a survey to identify specific weaknesses and deficiencies in how collections were being managed. Information submitted by approximately 180 FWS units cited 14,932 deficiencies related to the management of museum property. Cited deficiencies include the lack of documentation and plans to account for and protect museum property, improper environmental conditions, and lack of staff expertise. The review did indicate, however, that many units meet Departmental standards in terms of certain requirements addressing physical storage space and fire security.

### **Program Oversight**

Oversight responsibility for the program resides with the Assistant Director - Refuges and Wildlife at the national level. The Division of Refuges, Washington Office, has been delegated lead responsibility for providing overall direction and coordinating activities related to the program. Policy development and day-to-day program coordination are collateral duties of the Service's Historic Preservation Officer. Each Regional Director has designated one or more individuals to coordinate functions within their respective Regions and with the Washington Office. The Service also participates in the Department's Heritage Asset Partnership and Interior Museum Program Committee. As per the 1992 FWS Museum Property policy, each Regional Director has designated one individual as a Regional Museum Property coordinator (on a collateral duty basis) to provide assistance to units and oversee the completion of program activities. None of the Regional coordinators has extensive training or experience in managing collections, although all possess a basic understanding of program objectives and standards for managing primarily archaeological collections. Regional coordinators have received, at a minimum, introductory training on the program's administrative and technical requirements and a few have attended an 80-hour curatorial methods training course.

### **Long-Term Objectives**

Given the breadth of its collections and number of units involved in managing museum property, the FWS efforts to meet Federal and Departmental standards will require work to be phased in over a long-term basis. The exact timetable for completing this work is largely dependent upon available funding and FTEs. While work to identify and assess the condition of FWS collections located in non-FWS facilities continues, priority is being placed on meeting legal mandates and protecting collections in the possession of offices. The program's major objectives are to:

1. Re-certify that FWS museum property collections meet the definition of museum property as per DM 411;
2. update policies, procedures and standards for the management of museum property;
3. assess the condition of collections, identify deficiencies and initiate necessary corrective actions;
4. provide for necessary conservation of museum property and ensure its adequate use and storage;
5. connect the protection and use of museum property within the FWS mission and various program objectives, specifically for interpretation, research, and education; and, develop a network of individuals and offices that are available to provide subject expertise and technical assistance to FWS units managing museum property.

## **Appendix 1 FWS Museum Property Policy (Current)**

**1.1 Purpose.** This chapter establishes policy and standards for management of Fish and Wildlife Service museum property collections.

**1.2 Objectives.** The objectives for managing museum property are to:

**A.** Provide for protection and conservation of museum property collections to preserve important historic, scientific, or artistic qualities.

**B.** Provide for accountability of management activities associated with museum property (planning, accessioning, loans, transfers, deaccessioning, cataloging, etc.) consistent with Department and Service standards.

**C.** Establish Service standards and guidance for the preservation, protection, accountability, and documentation of museum property.

**1.3 Scope.** The policies of this part apply to all Service units responsible for museum property. The policies and standards apply to museum property collections in the possession of Service units and on loan to other institutions.

**1.4 Policy.** It is the policy of the Service to preserve, protect, account for, and document museum property collections for use, study, and interpretation consistent with Federal and Department of the Interior regulations and standards.

**1.5 Authorities.**

**A. 411 DM 1-3,** Interior Museum Property Management.

**B. National Wildlife Refuge System Administration Act of 1966, as amended (16 USC 668dd-668ee)**

**C. 50 CFR 27, Subparts E and F,** The National Wildlife Refuge System.

**D. 50 CFR 12,** Seizure and Forfeiture Procedures.

**E. 310 FW,** Fish and Wildlife Service Property Management.

**F. 614 FW 1-5,** Cultural Resource Management.

**G. 701 FW 5,** Collections, Donations, and Disposals.

**H. Fish and Wildlife Service Cultural Resource Management Handbook, Chapter XI.**

## **1.6 Responsibilities.**

**A. The Assistant Secretary for Policy, Management and Budget** has general oversight responsibility for the management of the Department of the Interior museum property program. Responsibilities include establishing Departmentwide policy and standards and providing oversight to bureau programs.

**B. The Director** will ensure that appropriate organizational arrangements, procedures, resources and qualified designated authorities are available to implement requirements.

**C. The Assistant Director - Refuges and Wildlife** is the Service's Museum Property Management Officer and Washington Office Museum Property Administrator. The Assistant Director - Refuges and Wildlife will:

- (1)** Provide Servicewide oversight and implement Service policy, guidelines, and programs to achieve Federal requirements and Departmental standards.
- (2)** Appoint a Service Designated Authority with the appropriate experience, training, and knowledge to coordinate the Service's museum property program.
- (3)** Review and approve Servicewide museum property management documents and data requirements.
- (4)** Represent the Service on the Department of the Interior Museum Property Executive Committee.

**D. The Service Designated Authority** will:

- (1)** Develop and distribute management policies, guidelines, and standards involving the preservation, protection, and documentation of museum property.
- (2)** Prepare Servicewide museum property management reports, plans, and related documents.
- (3)** Review program and funding needs for museum property-related activities and make recommendations to the Service's Museum Property Management Office concerning the management of Service museum property.
- (4)** Coordinate program activities with the Service Records Officer to ensure that official records needed to manage museum property are appraised and included in the records disposition schedule, and, as necessary, are certified to the Archivist of the United States as needed for current business.
- (5)** Coordinate the Service's involvement on the Department of the Interior's Museum Property Committee.

**E. A Designated Authority** is responsible for:

- (1) Developing appropriate guidance and standards involving the preservation, protection, and documentation of museum property for the Region or unit.
- (2) Reviewing museum property operations within the Region or unit, as appropriate, and making recommendations to the Regional Museum Property Administrator (see [paragraph 1.6F](#)) or unit manager concerning the accountability, preservation, protection, and documentation of museum property.
- (3) Identifying the need for appropriate museum property specialist(s) and discipline-specialist(s) (e.g., historian, archaeologist, paleontologist, and biologist) to review planning documents affecting museum property.
- (4) Assisting in the execution of utilization and disposal procedures as outlined in [310 FW 8](#) and applicable regulations and directives (except as otherwise stated in 411 DM).
- (5) Making recommendations on accessioning, deaccessioning, and disposal decisions affecting museum property collections within the Region or unit, as appropriate.
- (6) Coordinating activities with the appropriate Regional Records Officer to ensure that official records needed to manage museum property are appraised and included in the records disposition schedule, and, as necessary, are certified to the Archivist of the United States as needed for current business.

**F. Regional Directors are Regional Museum Property Administrators** and are responsible for:

- (1) Developing appropriate mechanisms and policies for units within their respective areas of jurisdiction and control to meet Departmental and Service policies and standards for managing museum property.
- (2) Appointing designated authorities for their respective Region who possess the knowledge in the methods and techniques pertinent to the types of museum property maintained by units under their jurisdiction and control.
- (3) Establishing a Regional Museum Property Committee, or its equivalent, to provide guidance and advice on managing museum property for units within the Region.
- (4) Ensuring the completion and accuracy of museum property inventories completed by units under their jurisdiction and monitoring the use and care of collections on loan to other institutions.
- (5) Using accountability and reporting procedures consistent with the requirements of this Part to track and report museum property information and transactions involving

accessions, cataloging materials, loans, deaccessions, and other data on collections within their respective Regions.

**G. Unit Managers** are the Museum Property Accountable Officers for their unit and are responsible for:

(1) Completing and implementing, as appropriate, museum property management documentation and plans as described in this Part.

(2) Ensuring that museum property is managed according to Departmental and Service policies and standards.

(3) Consulting and seeking the advice of the appropriate Designated Authority on activities involving the management, preservation, and use of museum property.

(4) Using an accountability system consistent with the requirements of this Part to track management activities associated with museum property under their control.

(5) Completing and submitting a museum property inventory to the appropriate Regional Museum Property Administrator to verify the presence and condition of museum property collections.

(6) Appointing a designated authority who possesses the knowledge in the methods and techniques pertinent to the types of museum property maintained by the unit.

(7) Ensuring the completion of appraisals, as necessary.

## **1.7 Definitions**

**A. Accessioning** is the process by which the Service formally accepts and establishes permanent legal title (ownership) and/or custody for a museum object or group of museum objects. A single accession transaction occurs when one or more objects are acquired in the same manner from one source at one time for the unit's museum property collection. A unique accession number is assigned to each accession transaction, not each object.

**B. Appraisal** is:

(1) The process by which the unit manager evaluates non-official records against the unit's Scope of Collection Statement and reviews the documents for informational, resource, and administrative values.

(2) The process by which the National Archives and Records Administration (NARA) determines the value and thus the final disposition of Federal records, making them either temporary or permanent (36 CFR Part 1220).

**(3)** The practice of an expert assigning a monetary value to museum property for a specific management purpose, such as to designate controlled museum property or to prepare for an exchange, loan, or deaccession.

**C. Associated Records** are all documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are or subsequently may be designated as museum property. These include archaeological site forms, field notes, laboratory reports, maps, photographs, video and audio cassette tapes, inventories, reports, manuscripts, and various forms of electronic media. These records are "associated" with objects and specimens generated during such activities. Refer to 36 CFR Part 79 for a specific definition of "associated records" involving archaeological collections.

**D. Cataloging** is the action of assigning and applying a unique identifier (a catalog number) to an object or specimen or group of objects and specimens and completing descriptive documentation.

**E. Controlled museum property** is an individual object or a cataloged "lot" of objects that meet any of the following criteria: has high intrinsic or scientific value; is especially vulnerable to theft, loss, or damage; is valued at or above a threshold value of \$300; or is a museum firearm. The catalog record for the object must indicate that it is controlled museum property. For the purpose of inventory, short-term incoming loans are treated like controlled museum property.

**F. Curatorial staff** includes all Service employees who have been assigned direct responsibility for managing and accounting for museum property (Museum Property Accountable Officer). Curatorial staff also include professionally-trained museum curators, museum specialists, museum technicians, or property management specialists, archaeologists, historians, wildlife biologists, interpreters, or others who perform museum property functions as a collateral duty.

**G. Deaccessioning** is the formal procedure whereby objects are permanently removed from a unit's museum property collection through exchanges, transfers, and losses.

**H. Designated authority** is an individual possessing the training and experience appropriate to the size, nature, and complexity of museum property collections within the respective Region or unit to make accessioning and deaccessioning decisions. A designated authority must have a comprehensive knowledge of the methods and techniques pertinent to the preservation, protection, and documentation of museum property. Depending upon the size and nature of collections, a Regional Director or unit manager may wish to designate more than one individual to function as a designated authority for the Region or unit.

**I. Discipline classification type** is a category of museum property that organizes collections into separate disciplines to provide a systematic filing scheme to manage objects and retrieve data. The discipline classification types used by the Department of

the Interior are archaeology; ethnography; art; history; documents; zoology; botany; paleontology, geology, and environmental samples.

**J. Loans** are objects in the temporary custody of the Service or other parties to further preservation, interpretation, and research objectives. Loans are divided into two categories, "incoming" and "outgoing." Incoming loans cover objects for which a Service unit has assumed temporary responsibility and custody, but not ownership. Outgoing loans cover objects temporarily assigned to other Service units, Federal agencies, or non-Federal entities. Incoming and outgoing loans involve temporary legal custody changes but not a change in ownership or title, and are covered by loan agreements, cooperative agreements, or similar instruments.

**K. Museum property** is personal property acquired according to some rational scheme and preserved, studied, or interpreted for public benefit. Museum property is identified within the context of legal requirements, the Service's and unit's mission and management objectives, and the unit's Scope of Collection Statement. Although a unit may not have a museum, it may still be responsible for property that meets the definition and characteristics of museum property.

**(1)** In contrast to other types of personal property, objects covered under one or more of the following categories are considered to be museum property.

**(a) *Archaeological collections*** resulting from systematic archaeological research on Service lands or as a result of Service projects on other lands. Curation of archaeological collections removed from Federal lands is mandated by law and regulation. Collections generated from undertakings on State or private lands must be curated if accessioned by the Service. All associated records related to archaeological collections must be retained as part of the collection.

Archaeological materials that are not part of a systematic collection may not qualify as museum property, but may be needed for educational or interpretive purposes. The use of such materials must be addressed by a unit's museum property documentation (e.g., scope of collections statement, museum property plan, etc.) until they can be evaluated by a qualified professional for purposes of deaccessioning or long-term care.

**(b) *Ethnographic materials*** associated with cultural or traditional life ways of Native Americans and other indigenous or ethnic groups. Examples include basketry, pottery, rugs, jewelry, and other cultural items.

**(c) *Art***, such as paintings (e.g., watercolor, wash, oil, etc. on various support media, including canvas, artist board, and paper); prints and drawings, (e.g., pen and ink, pencil sketches, chromolithographs); wildlife mounts (used for artistic purposes); sculpture; antiques; and tapestries. If artwork meets one or more of the following characteristics, it should be considered as museum property:

(i) Associated with an eminent Service (or predecessor agency) employee; or commissioned, donated to, or purchased by the Service from a notable artist or taxidermist.

(ii) Limited edition or rare prints.

(iii) Associated with or commemorates an important Service event or program.

(iv) Documents or is used to interpret an extinct, endangered, or threatened species.

Objects of questionable artistic value should be appraised or evaluated by a qualified individual to determine if they should be preserved as museum property by the Service or another organization.

**(d) Documents** (not official records as defined in [1.7K\(2\)\(a\)](#)) including commissioned photographs; correspondence or documents related to Service programs or lands; diaries, books, manuals, maps or other similar documents associated with an important event or person in Service history; or, audio and visual images and electronic documents. Documentation meeting the definition of "associated records" (see [1.7C](#)) must be maintained with the appropriate collections.

**(e) Historical objects** that are related to the history of the Service and its predecessor agencies; the history of its lands and facilities; or management functions and programs. These may include, but are not limited to, well preserved or representative examples of early scientific equipment or tools; uniforms; boundary signs; books autographed by or belonging to Service employees or other individuals; historic firearms; waterfowl decoys; furniture; collections of materials associated directly with historic sites on Service lands or, scale-models of agency structures.

**(f) Botanical collections** (e.g. herbariums) generated from research on Service lands or accessioned by the Service as a result of research and not consumed in analysis.

**(g) Geological collections** such as geophysical specimens and soil and core samples maintained by units to document landforms or in support of engineering studies.

**(h) Zoological collections** such as prepared biological specimens; type specimens (bases for the original descriptions of species and subspecies taxa); voucher specimens (document research activities and results); or wildlife mounts that have scientific, historic, or long-term interpretive value.

**(i) Paleontological collections** including vertebrate and invertebrate fossils generated from scientific research, sampling, and collection on Service lands.

**(j) Environmental samples** collected to document baseline environmental data (water, soil, air quality, etc.) for long-term research, monitoring, and analysis.

**(2)** The following types of materials are not generally subject to the standards and policies of this Part:

**(a)** Official records, as defined by the National Archives and Records Administration in 44 USC 3301. These are

". . . all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included."

**(b)** Books (e.g., library reference textbooks, journals, and magazines);

**(c)** Commercially mass-produced posters or reprints;

**(d)** Working collection specimens and samples that are consumed in analysis or that can be readily replaced; reference or working collections used for ongoing research that have not been processed or prepared to museum-quality standards for long-term preservation and care and will be discarded upon completion of the project; and samples and specimens that do not appreciate in value, are not rare or of public interest, and will be discarded when no longer needed for current projects or business;

**(e)** Teaching, outreach and interpretive objects that are expendable;

**(f)** Mounts that have no scientific, historic, or long-term interpretive value;

**(g)** Exhibit cases, dioramas, special lighting, and graphics needed to display museum property; and,

**(h)** Seized or forfeited objects that are defined and covered by the procedures under 50 CFR 12, Subparts A-C. Note, however, certain seized or forfeited objects eligible for disposal under 50 CFR 12, Subpart D, may qualify as museum property. Service employees responsible for managing seized and forfeited property must consult with the appropriate designated authority before disposing of such materials.

**L. Museum Property Accountable Officer** is the unit manager. The Museum Property Accountable Officer is responsible for ensuring that accountability records are developed and maintained to provide for the effective control of the unit's museum property.

**M. Museum Property Administrator** is the individual responsible for Washington Office or Regionwide oversight and accountability of museum property collections.

**N. Museum Property Management Officer** is the individual responsible for Servicewide oversight and accountability of museum property collections and developing appropriate policy, guidelines, and procedures. (See paragraph [1.6C.](#))

**O. Museum Records** are "official records" that are created to manage museum property (e.g., accession, catalog, loan, and inventory records). As agency records, these records must be appraised through agency records schedule procedures, and, as necessary, certified to the Archivist of the United States that they are needed for current business.

**P. Preventive Conservation** employs non-interventive actions(s) to prevent damage to and minimize deterioration of objects and associated data. Such actions include monitoring and controlling environmental agents; practicing proper handling, storage, exhibit, and packing and shipping techniques; implementing a housekeeping program; and addressing the care of museum property in the unit's emergency management plan.

**Q. Scope of Collection Statement** is the basic museum property planning document that is required for all Service units possessing or expecting to acquire museum property. The document guides a unit in acquiring museum objects that contribute to the unit's purposes and objectives, as well as objects that the Service is legally mandated to preserve.

**R. Unit** is a Service organizational entity, such as a refuge, fish hatchery, ecological services field station, a Washington or Regional Office division, repository, or other administrative facility.

**S. Working and reference collections** are organic and inorganic materials maintained for ongoing research, identification and educational activities. They are not intended for long-term preservation, although some objects may subsequently be preserved as museum property. Working and reference collections may or may not be maintained according to Departmental and disciplinary museum property standards. They facilitate the work of researchers who collect and process large quantities of materials for scientific analysis.

## **2.1 Museum Property Standards.**

**A.** Standards for managing Service museum property are based on various legal requirements, regulations, Departmental policies, and professional practices. Standards found in and referenced in this chapter apply to all Service museum property. However, management priority must be directed to those museum property objects or collections that possess high scientific, artistic, cultural, and monetary value in need of preservation; are highly susceptible to environmental damage; are sensitive for traditional cultural or religious reasons; or, whose care is specifically mandated by law.

**B.** The Service is responsible for the accountability and management of all its museum property collections, including those on loan to curatorial institutions for study, interpretation, and long-term care. While these collections cover all museum property classification types, most are comprised of archaeological materials and preserved in response to the requirements found in 36 CFR 79. Units should use the general preservation and documentation standards found in these chapters to assess the condition and care of collections stored in non-Federal curatorial facilities and to develop uniform reporting requirements. It is not the Service's policy to impose the detailed requirements and standards found in these chapters upon non-Federal repositories employing systems that meet acceptable professional museum standards and practices for accessioning, cataloging, deaccessioning, and preservation.

## **2.2 Documentation.**

**A. General.** Documentation standards for museum property cover many management activities, including accessioning, cataloging, deaccessioning, loans (short or long-term), disposal, inventories, policy and planning guidance, and reports on the status and condition of collections. Museum Property Administrators and unit managers are responsible for accounting for museum property and establishing reporting procedures to meet these documentation requirements. Refer to [126 FW 3](#) for reporting requirements associated with these documents.

### **B. Documentation Standards.**

#### **(1) General.**

**(a)** All Service museum property must be documented using a transfer of title or custody form signed by the designated authority and Museum Property Accountable Officer, as appropriate.

**(b)** Activities involving accessions, cataloging, loans, loss or destruction, and deaccessions of museum property must meet the standards described in this Chapter.

**(c)** Units are responsible for recording and reporting information on museum collections that meet the minimum mandatory data standards defined in [Exhibit 1](#). Units may supplement mandatory data with other categories of information, if appropriate. Refer to the Department's Museum Property Handbook, 411 DM Volume II, Appendices L-P for assistance in developing optional data categories. Museum records that are needed for current business and not considered to be "official records" must be retained by the appropriate unit. One complete set of a unit's documentation must be stored in acid-free folders and kept in a fire-proof safe.

**(2) Accessions.** Units may accession museum property by donation, purchase, transfer, field collection, or by exchange. The Region or unit designated authority must review and approve all accession transactions.

**(a)** The acquisition of one or more object(s) in the same manner from one source at one time for a unit's museum property collection will be recorded as a single accession transaction. The transaction must be documented by means of a transfer of title or by using a custody form signed by the authorized officer. Where applicable, the transfer of copyright must be documented as well. An exception to this process may be permitted if catalog records are recorded sequentially in a bound acid-free archival book, as is common with natural history collections.

**(b)** Accessions will be documented using the following acid-free materials: a bound archival accession book, accession form, accession receiving report or its equivalent, and an accession folder. A unit may use supplemental computer records to manage its collection, but must maintain hard copies as legal documentation for the collection. The mandatory data requirements found in Exhibit 1 will be recorded for each accession in the accession book or in supplementary documents filed in the accession folder. If they are filed elsewhere, note their location in the accession folder.

**(c)** Restrictions on the future use of donated accessioned materials will be avoided.

**(3) Cataloging.** Museum property must be cataloged according to the appropriate disciplinary category.

**(a)** Cataloging requires that the following be recorded: a physical description of the museum property; associations with people, resources, or important events; interpretive and research data about the object; and, relevant museum property management data concerning its physical location and number of items. All objects and specimens will be cataloged according to appropriate disciplinary standards.

**(b)** Units will assign a unique identifying catalog number to the object, or group of objects, and document the information. All mandatory cataloging data categories found in [Exhibit 1](#) will be completed, unless information is unknown or not applicable.

**(4) Loans.** Units involved in the loan of museum property must adhere to the following standards:

**(a)** Each loan (incoming and outgoing) must be assigned a unique number and documented by completing a loan agreement, cooperative agreement, memorandum of agreement, or similar instrument. A record of the loan must be maintained in a bound acid-free book or similar accounting system.

**(b)** Each loan agreement must be signed by the appropriate designated authority and Museum Property Accountable Officer of both the borrower and the lender.

**(c)** Each loan agreement must address the conditions for shipping, handling, and insuring the museum property.

**(d)** An itemized list of museum property will be included with the loan agreement.

**(e)** Loan agreements must be stored in acid-free folders.

**(f)** Objects on loan can only be used for official Government purposes. Units will avoid using museum property for commercial purposes or private pecuniary gain except where specifically authorized by law or by the appropriate designated authority.

**(g)** Loans can only be made for official purposes to institutions, organizations, or government agencies that are qualified to handle, store, study, or display the museum property. Units will avoid making loans to individuals.

**(h)** In compliance with 36 CFR 1228.76, units must seek blanket approval from the Archivist of the United States for all loans of "official records" to non-Federal recipients.

**(5) Temporary Custody.** Units will use a temporary custody receipt or similar document when holding museum property temporarily for purposes of identification, review for possible donation, or examination (refer to Museum Property Handbook, 411 DM, Volume II, Chapter 2). Short-term custody receipts are appropriate for materials that are not insured and are kept for up to a 60-day time period. The receipt must be signed by the owner of the object and the unit's Museum Property Accountable Officer.

#### **(6) Deaccessioning.**

**(a)** All deaccessioning activities involving the exchange, transfer, destruction, or loss of museum property will adhere to the general principles of 41 CFR 101-43 to 101-46, which address the utilization, donation, sale, abandonment, destruction, and disposal of personal property.

**(b)** The procedures for deaccessioning museum property are:

**(i)** All museum property proposed for deaccessioning must be cataloged in a manner appropriate to the discipline.

**(ii)** Deaccessioning will be conducted in a manner that precludes any real or apparent conflict of interest, as defined and described in 5 CFR 2635 and a related supplement, "Employee Responsibilities and Conduct." Federal employees are prohibited from acquiring deaccessioned museum property, nor will any employee appear to benefit personally in any way as a result of a deaccession action and subsequent disposition.

**(iii)** A unique number or identifier must be assigned to each deaccession transaction and documented using an acid-free deaccession form, deaccession folder, and bound archival deaccession book. These documents will be permanently maintained at the unit or at another suitable location. For property transferred to or exchanged with another Service unit, copies should be maintained by the sending and receiving units.

**(iv)** With the approval of the appropriate designated authority, units may transfer or exchange museum property with another FWS unit using a Transfer of Property form

(DI-104) or via another written instrument. Deaccessioning actions involving the permanent disposal of museum property to a non-Service entity must be reviewed, approved, and signed by the appropriate Museum Property Administrator and Regional or Service designated authority.

**(v)** A decision to dispose of museum property that has been determined to be outside of a unit's Scope of Collection Statement must adhere to general standards for transferring collections as outlined in the Department of the Interior's Museum Property Handbook, Volume II, Chapter 6.

**(c)** The deaccession of human remains and other materials covered by the Native American Graves Protection and Repatriation Act must adhere to the Act's implementing regulations, 43 CFR 10.

**(d)** The deaccession of archaeological collections covered by the Archaeological Resources Protection Act, the Antiquities Act of 1906, the Reservoir Salvage Act, and the National Historic Preservation Act must adhere to the conditions of 43 CFR 3, 43 CFR 7, and 36 CFR 79.

**(e)** In some instances, seized and forfeited property covered under 50 CFR 12 may qualify as museum property based upon the criteria and definitions discussed in [126 FW 1](#). Decisions to deaccession (and dispose of) such objects must be approved by the appropriate designated authority and adhere to the requirements and standards of this Part.

**(f)** For lost, destroyed, stolen, abandoned, or damaged museum property, units must prepare a Report of Survey following guidance found in 410 DM 114-60.8 before the property can be formally deaccessioned.

**(g)** Units must record and track information relating to the mandatory data categories for deaccessioning transactions found in Exhibit, unless the information is unknown or not applicable to the unit's collection.

**(7) Forms.** The following forms have been developed and approved for use by Service units for documenting transactions affecting museum property collections. For museum property transactions not covered by the forms cited below, refer to the Department of the Interior's Museum Property Handbook, 411 DM, Volumes I and II, to obtain sample formats.

**(a)** Transfer of Property (DI-104) for the transfer of museum property between Service or Government units.

**(b)** Receipt for Property (DI-105) for use in accessioning collections resulting from field collections or transfer from other units or organizations.

(c) Accession Receiving Report ([Exhibit 2](#)) to document the receipt of museum property and record information on its source, project name, and condition.

(d) Object and/or Specimen Temporary Custody Receipt ([Exhibit 3](#)) to document information involving the temporary custody (not to exceed 90 days) of museum property by Service units.

(e) Cultural Resource Catalog Record ([Exhibit 4](#)) to document mandatory cataloging data on cultural resource museum property.

(f) Natural History Catalog Record ([Exhibit 5](#)) to document mandatory cataloging data on natural history museum property.

(g) Deaccession Form ([Exhibit 6](#)) (including a Deaccession Object List) to document information and approve the deaccession of museum property by a Service unit.

(h) Report of Survey (DI-103) to document missing museum property.

**2.3 Preservation Standards.** Museum Property Administrators and unit managers will ensure that the following environmental, security, and preservation standards are met for areas where museum property is stored or displayed. Note that the standards discussed in paragraphs 2.3A-K and M apply primarily to storage areas and exhibits, while the standards addressed in paragraph 2.3L apply specifically to museum property maintained in administrative areas of units.

#### **A. General Environmental Standards.**

(1) Stored or exhibited museum property (and associated documentation) must be maintained in a safe, stable environment, appropriate to the nature of the materials. For example, lithic materials or pottery generated by archaeological research may not require storage according to the same rigorous environmental conditions needed for preserving more sensitive organic materials or paintings. Maintaining adequate environmental conditions will reduce the museum property's rate of deterioration, prolong its availability for use and study, and minimize the need for costly conservation treatment. Controlling levels of relative humidity and temperature affecting collections should reflect current energy conservation goals.

(2) Units are required to conduct regular inspections of their museum property collections and storage areas to detect, document, and take appropriate actions to correct pest and insect problems, inadequate environmental conditions, and improve security.

**B. Temperature Standards.** Significant damage to museum property usually occurs as a result of expansion and contraction of materials caused by rapid changes in and extreme temperatures. In exhibits and storage areas where human comfort is a factor, units should maintain a temperature range of 70F to 74F. In storage spaces where

human comfort is not a factor, the temperature level for mixed collections may be gradually reduced to a cooler level to avoid condensation of moisture on cold surfaces. Units are responsible for monitoring temperature levels in storage, work space, and exhibit areas to avoid damage to museum property.

**C. Relative Humidity Standards.** Relative humidity will be maintained at stable levels to avoid extreme levels and wide fluctuations. Acceptable ranges and limits of relative humidity must be established for each unit, based on the local climate, the nature and condition of the materials in the collection, the relative humidity levels to which the materials have been acclimatized, and the structure housing museum property. Ideally, fluctuations in relative humidity should not exceed 3% per month. Units must maintain relative humidity levels below 65% RH to reduce the potential for mold growth and above 35% RH to maintain the moisture content of organic materials. Normally, data must be recorded daily for 1 year and evaluated to establish acceptable ranges and limits.

**D. Visible Light Standards.** Units will monitor and record the levels of visible light in exhibit, storage, and administrative spaces. The level and duration of visible light must be controlled when objects are illuminated. The illuminance levels for light-sensitive materials must be below the following levels:

(1) 50 lux (5 foot-candles) for especially light-sensitive materials (e.g., dyed and treated organic material, textiles, watercolors, tapestries, prints and drawings, manuscripts, leather, wallpapers, natural history specimens such as botanical specimens, fur and feathers, and certain types of photographs).

(2) 200 lux (20 foot-candles) for undyed and untreated organic materials, oil and tempera paintings, and finished wooden surfaces.

(3) Other materials are generally less sensitive to light and may be exposed to higher levels, up to a maximum of 300 lux (30 foot-candles). However, when these materials are housed with light-sensitive materials, it is important to maintain levels appropriate for the most sensitive materials.

(4) Except for short durations required for access or housekeeping, no light is acceptable for museum property in storage.

**E. Ultraviolet Radiation Standards.** Units must monitor and record ultraviolet (UV) radiation from all sources. If the UV radiation level exceeds 75 microwatts per lumen, UV-filtering material must be installed between the light source and museum property. Levels must be monitored and recorded periodically to ensure that the filtering material is effective.

**F. Pests.** An integrated pest management program will be implemented in all spaces housing museum property to protect the property from pest damage and to reduce the amount of pesticides used.

**G. Air Pollution.** As appropriate, gaseous and particulate pollution will be monitored and recorded, and pollution levels will be reduced to the lowest practical limits.

**H. Security.** Access to storage, exhibit, and administrative spaces housing museum property must be secured to prevent unauthorized entry and use. Where applicable, the unit must use a visitor and researcher sign-in log to record the visitor's name, address, the date and time entered, the time left, and the purpose for access to the collection. Units will prepare procedures for opening, closing, and using storage areas and exhibits. If appropriate to the collection, mechanical and electronic systems must be in place to prevent unauthorized entry. The unit's emergency management plan should also address the collection's security needs.

**I. Fire Protection.** Units are required to install appropriate systems, structures, and equipment to detect and suppress fire in storage areas and exhibits. Museum property records will be stored in an appropriate fire- and burglary-resistant container or vault, and locked when not in use. Flammable liquids will not be stored in a museum property storage area.

**J. Housekeeping.** Museum property storage areas and exhibits must be cleaned on a regular schedule. Smoking, drinking, and eating are prohibited in storage areas and exhibits. Units must prepare general procedures to provide guidance on handling and housekeeping. Hygrothermographs used by the unit should be calibrated quarterly to monitor the relative humidity and temperature of storage areas and exhibits.

**K. Storage Areas and Exhibits.** Museum property maintained in storage areas and exhibits must adhere to the following standards:

**(1) Storage.**

**(a)** Safe and secure storage of museum property requires dedicated space. Space designed or used for storage must be large enough to accommodate existing museum property and allow for anticipated growth in the collection's size. All newly constructed and remodeled museum property storage space will be designed to provide dedicated space and allow for such growth.

**(b)** Museum property will be housed in appropriate equipment and containers and packaged with appropriate museum-quality materials. Storage spaces located in high-risk natural disaster areas will employ materials and techniques that protect museum property from damage due to shock, vibration, water damage, and potentially adverse effects.

**(2) Exhibits.**

**(a)** Exhibited museum property will be displayed in such a manner that minimizes deterioration and potential for theft or vandalism. Planning and written guidance must ensure that the preservation, protection, handling, and maintenance needs of museum

property are addressed. Exhibit cases will be designed and fabricated in a manner that ensures the security, preservation, and proper maintenance of museum property.

**(b)** Freestanding museum objects and/or specimens will be protected by appropriate methods, such as the installation of physical barriers, electronic devices, or monitoring by staff. Environmentally sensitive objects and specimens will be rotated on a scheduled basis to minimize deterioration. When necessary, mounts constructed of museum-quality material will be used to support objects or specimens. Units should avoid using original documents whenever possible. Human remains and sacred objects will not be placed on exhibit.

**L. Administrative Office Space.** Units are generally discouraged from mixing administrative office areas with museum property storage space in order to minimize the potential for environmental, security, fire, and infestation problems. If the following environmental and protection standards cannot be met, units should transfer the museum property to another area within the unit, to another suitable Service unit, or to a curatorial repository for storage.

**(1)** Keys to office space and display cases containing museum property will be controlled. Each unit is expected to prepare and follow procedures for access to, moving, handling, and housekeeping of museum property in administrative areas. Written procedures will also address how to safely evacuate museum property that may be at risk from fires or natural disasters. Policies and procedures on fire prevention, detection, and suppression for museum property will be included in a unit's fire plan. Smoking is prohibited in administrative areas housing museum property.

**(2)** Units are responsible for monitoring, recording, and controlling levels of relative humidity and temperature, to the extent possible, to minimize rapid fluctuations and avoid harmful extremes. Ultraviolet radiation and visible light will be monitored and controlled to acceptable standards described in this Part. Displayed museum property and associated materials must be monitored for pest infestations, with necessary corrective actions taken in accordance with the Departmental pesticide policy outlined in 517 DM.

**(3)** Two-dimensional museum property will be displayed and secured in a frame with a protective backing. Watercolor paintings, prints, and drawings will be matted with archival-quality material and protected by glass or other appropriate material. The unit will ensure that museum property is displayed in such a manner that provides protection from accidental damage.

#### **M. Conservation Standards.**

**(1)** The primary goal of conservation of museum property is to preserve its important historic, scientific, or artistic qualities. Conservation treatment of materials requires the services of a qualified conservator who is trained and experienced in addressing the problems of the particular object(s) in question. All treatment of Service museum

property must adhere to the principles and practices addressed in the Code of Ethics and Standards of Practices of the American Institute for Conservation of Historic and Artistic Works (for a description of this code, refer to the Department's Museum Property Handbook, Volume I, Appendix C). Conservation treatment should always be reversible so that it may be removed without harm to the object.

**(2)** Conservation of museum property is an ongoing process of preventive conservation as described in [paragraph 2.3](#), supplemented by necessary conservation treatment. Conservation treatment may be necessary when preventive measures, such as environmental conditions and proper handling are insufficient to preserve the object's qualities, or when corrective work is necessary for preparation of an exhibit. Factors to be considered in planning conservation treatment are the design or manufacturing process used to create the object; its intended function; scientific research values; its significance from a traditional cultural or religious perspective; and the importance of its appearance for exhibit or other uses. Units should consult with the appropriate designated authority before initiating a conservation program for museum property. Conservation of museum property will be undertaken only by curatorial staff under the direction of a qualified conservator who specializes in the type of material being conserved; i.e. metals, wood, textiles, etc. Service units must document all conservation treatment of museum property, whether performed by professional conservators or undertaken by qualified curatorial staff. The unit's conservation survey described in [paragraph 3.1\(C\)\(3\)](#) should provide the basis for preparing detailed documentation that serves as a permanent record of treatment procedures and their success or failure. Documentation should include a written report, photographs, drawings, and other materials.

**(3)** In some instances, objects may require restoration for use and exhibit. Restoration techniques are intended usually to remove unnecessary additions to materials, replacing missing components, concealing damages to materials, or renewing finishes. Care should be taken to ensure that proposed techniques are minimally interventive and that there is sufficient data available on the nature of particular objects to complete the restoration accurately.

**(4)** For information on selecting and obtaining the services of a conservator, refer to the Department's Museum Property Handbook, Volume I, Chapter 10.

**3.1 Planning and Surveys.** Service units responsible for managing museum property must complete the following planning documentation and surveys. Planning affecting museum property requires the involvement of appropriate curatorial staff and discipline specialists to ensure that preservation standards are fully addressed.

**A. Service Museum Property Plan.** This plan provides a long-range management framework to bring the Service into full compliance with Departmental, legal, and regulatory requirements. This plan is prepared and reviewed annually by the Service Designated Authority to ensure the accuracy of its objectives and is based upon survey information reported in response to the procedures in this chapter. The plan, approved by the Director and submitted to the Department upon request, provides a general

timeframe for accomplishing identified tasks and funding estimates for correcting management deficiencies.

**B. Unit planning.** Each Service unit responsible for managing museum property must develop or be covered by a plan that discusses the scope and nature of its collection; documents the types, numbers, and status of materials in its collection; and, addresses management problems and actions needed to correct deficiencies associated with its collection. Unit planning must address the following elements:

**(1) Scope of collection statement.** Defines the purpose of the unit's museum property, sets the parameters of collecting activities, and discusses appropriate uses of the collection. The unit's scope of collection statement must be signed by the unit manager, reviewed by the appropriate designated authority, and approved by the Region's Museum Property Administrator (see [paragraph 1.6F](#)). Under certain circumstances, a unit's scope of collection statement may be addressed as part of a Regional plan, such as when a unit is responsible for managing only archaeological collections on long-term loan to a non-Service institution.

**(2) Collection management plan.**

**(a)** The collection management plan states problems associated with the management of the collection; describes, sets priorities, and provides cost estimates for needed corrective actions; and identifies who is responsible for initiating necessary work. A unit must have its own collection management plan if it is responsible for a sizeable museum collection that is maintained to meet the unit's management objectives. Otherwise, the unit's plan may be covered by a Regional plan or the collection must be transferred to another Service unit or non-Service facility that meets the standards described in this chapter.

**(b)** A unit's collection management plan must also address emergency planning that identifies vulnerabilities to collections from earthquakes, hurricanes, floods, and other catastrophic events and describes steps to respond to such emergencies. Units may address emergency management planning for their collections as part of other Regional or unit management plans as well.

**C. Surveys.** Unit surveys are tools to assess the condition of collections and their management status.

**(1) Museum property survey.** A unit must complete a museum property survey documenting the status of its collection management documentation, describing the types and number of objects by disciplinary category held by the unit, documenting the number of objects managed by a non-Service repository on a long-term loan, and providing a list of non-Service facilities managing the unit's collection (or portion thereof). Unit museum property surveys must be reviewed at least annually and updated when significant changes in the status of collections have occurred using the information outlined in the table found in [Exhibit 1](#).

**(2)** Units are encouraged to use the Department's Checklist on the Preservation, Protection, and Documentation of Museum Property as a tool to assess the condition of collections and help in identifying documentation, accountability and preservation weaknesses that are measured against the Department's standards. Refer to 411 DM, Volume 1, Appendix E, of the Department's Museum Property Handbook for a copy of the checklist.

**(3)** Units should complete a conservation survey of their collections to record environmental conditions, the condition of museum property, and determine and plan for necessary conservation treatment. Conservation surveys are valuable tools for recording baseline data for assessing changes to collections over time. Units are required to complete conservation surveys when responsible for museum property that is particularly sensitive to environmental conditions, valuable, or that has been on display for an extended period of time.

**3.2 Reports.** Museum Property Administrators and unit managers are responsible for preparing and submitting the following reports covering each fiscal year.

**A. Museum Property Survey Report.** Each unit responsible for managing museum property must submit an updated copy of its museum property survey described in [paragraph 3.1C\(1\)](#) to the appropriate Regional Museum Property Administrator at least every 5 years commencing in 1998 or whenever significant changes in the size and condition of the unit's collection have occurred.

**B. Museum Property Management Summary Report.** Regional Museum Property Administrators will submit a regional museum property summary report for units under their jurisdiction to the Service's Museum Property Officer by December 15 of each year covering the previous fiscal year's activities. The format for the table that is part of the summary report is found in [Exhibit 1](#).

**3.3 Compliance Reviews.** Regional Museum Property Administrators will conduct regularly scheduled reviews of regional museum property programs and operations of units on a 4-year cycle to ensure compliance with Federal Property Management Regulations and consistency with [126 FW 1-3](#) and [310 FW 1.7](#). The Service Museum Property Management Officer will conduct regularly scheduled reviews of the museum property management program and operations of the Washington Office and Regional Offices on a 4-year cycle. If funds are not available for the purpose of conducting onsite reviews, questionnaires may be used in lieu thereof.

### **3.4 Inventory.**

**A. Inventory.** Personal property (including museum property) inventories of Service units are required by 410 DM 114-60.3 and 411 DM 3.4. As part of an annual inventory process, unit managers will physically verify, or verify in writing, the presence and condition of museum property listed in their inventory for property located in both Federal and non-Federal repositories. Depending upon the size, complexity, and

location of collections, museum property inventories may be conducted simultaneously with Regional personal property inventories required under [310 FW 3](#). Unit managers are required to conduct an annual museum property inventory using the following criteria and established Regional reporting and accountability standards.

- (1) A 100% inventory of all controlled museum property is required, unless the appropriate designated authority has approved an exception and an alternate plan for units responsible for large amounts of controlled museum property.
- (2) A random sample inventory of all other cataloged museum property is required, unless the collection has fewer than 250 cataloged objects or specimens, in which case a 100% inventory is required.
- (3) A 100% inventory, by accession number, of all accessioned but as yet uncataloged museum property is required, unless the collection has 25 or more uncataloged accessions, in which case a random sample may be used.
- (4) A 100% inventory of all museum property may be required if the inventory of property indicates that a substantial loss has occurred or a significant number of items are unaccounted for.
- (5) A 100% inventory or a certification is required whenever the designation of accountability for museum property changes.

Unit managers must submit a copy of their completed inventories to the Museum Property Administrator for review and verification within a time frame established by each Regional Office. Museum Property Administrators are responsible for comparing unit inventories against Regional museum property surveys and records to ensure accuracy and make corrections.

**B. Mandatory Inventory Requirements.** All inventories completed under [3.4 A](#). must verify the following:

- (1) item count
- (2) the location of the museum property
- (3) accuracy of the documentation
- (4) accuracy of object number(s) wherever it occurs
- (5) condition of the object

**C. Inventory Reconciliation.** Museum property is subject to the same annual inventory reconciliation as described in [310 FW 3.5](#), except that museum property records are not reconciled to a general ledger account. Museum property found during the inventory,

but not previously listed in the inventory records, must be accessioned and/or cataloged and added to the inventory in accordance with 411 DM 2.3F and 2.3G. Units will initiate the following actions for missing or damaged museum property:

**(1)** Process Reports of Survey (DI-103) in accordance with 410 DM 114-60.8. Note, however, that the dollar value threshold cited in 410 DM 114.60.8 does not apply to museum property.

**(2)** Deaccession museum property, if appropriate, when the Board of Survey has completed its work.

**(3)** Units may wish to request an investigation by the Department of the Interior Inspector General in accordance with 355 DM 2 and 410 DM 114-60.811.

**D. Board of Survey Qualifications.** The membership of Boards of Survey must include qualified individual(s) possessing the appropriate background and experience relevant to the category of museum property being surveyed.

**E. Inventory Certifications.** Service Museum Property Administrators will certify in writing by October 31 of each year to the Museum Property Management Officer that physical inventories of museum property have been completed and reconciled annually for each Region in accordance with paragraphs [3.4 A](#), [B](#), and [C](#) above. (See [310 FW 3.6](#) and 410 DM 114-60.304).

**3.5 Native American Graves Protection and Repatriation Act Inventory.** Museum Property Administrators are responsible for maintaining an inventory of applicable museum property objects under their control as required by 43 CFR 10. This inventory should be treated as a separate inventory from the annual museum property inventory required under paragraph 3.3.A, but must be consistent with the provisions of this Part and 43 CFR 10. At a minimum, the NAGPRA inventory must address the following categories of information for each set of human remains or object:

**A.** Name of responsible Service unit.

**B.** The item (human remains, associated funerary object, etc.).

**C.** The item's accession number.

**D.** The item's catalog number.

**E.** A brief description of the item.

**F.** The geographic area where the item was excavated, removed, or acquired.

**G.** Information on the acquisition source of the item.

**H.** A summary of results of consultation with representatives of culturally affiliated tribes, etc. in relation to the item.

**I.** A summary of evidence used to determine the cultural affiliation of human remains or an associated funerary object.