

# Reclamation Manual

## Policy

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- Subject:** Museum Property Management
- Purpose:** To define the Bureau of Reclamation's responsibility for the museum property it owns, controls, or administers on behalf of the United States Government in accordance with Federal laws, regulations, and Department of the Interior (Department or DOI) policies. The benefit of this policy is improved accountability through consistency in managing Reclamation's museum property, accuracy in reporting, and completion of required administrative actions concerning Reclamation's museum property program. It also provides opportunities for public access to, and use of, museum property for educational opportunities, exhibitions, and scientific research.
- Authority:** Antiquities Act of 1906 (54 U.S.C. 3203 et seq. (formerly 16 U.S.C. 431-433)); Historic Sites Act of 1935 (54 U.S.C. 102303 - 102304 and 320101 - 320104, 320106 (formerly 16 U.S.C. 461-467)); Reservoir Salvage Act, as amended (54 U.S.C. 312501 - 312508 (formerly 16 U.S.C. 469 - 469c-2)); National Historic Preservation Act of 1966 (NHPA), as amended (54 U.S.C. 3001-3071 (formerly 16 U.S.C. 470 et seq.); Archeological and Historic Preservation Act (AHPA), as amended (54 U.S.C. 3125 et seq. (formerly 16 U.S.C. 469-469c-2)); 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 (16 U.S.C. 470aaa-470aaa-11); Curation of Federally-Owned and Administered Archaeological Collections (36 CFR part 79); Native American Graves Protection and Repatriation Regulations (43 CFR part 10); Preservation of American Antiquities (43 CFR part 3); Protection of Archaeological Resources (43 CFR part 7); Federal Management Regulation (41 CFR part 102); 410 Departmental Manual (DM) 1, *Personal Property Management*; 411 DM 1, *Identifying and Managing Museum Property* (411 DM); Interior Property Management Directives supplement to the Federal Management Regulations (FMR) (41 CFR part 101); and Reclamation Supplement to the FMR; Department Museum Property Directives (Directives); Stolen, Lost, Damaged, or Destroyed DOI Personal Property, DOI Acquisition, Assistance, and Asset Policy (DOI-AAAP-0111); and Statement of Federal Financial Accounting Standards (SFFAS) by the Federal Accounting Standards Advisory Board No. 29 – Heritage Assets and Stewardship Land.

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**Approving Official:** Commissioner

**Contact:** Policy and Programs (P&P), Environmental Compliance Division  
(84-53000)

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1. **Introduction.** The Department required its bureaus to establish museum property management programs in response to a 1987 U.S. General Accounting Office (now the U.S. 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. In response to a follow up audit conducted by the OIG in 2009, the Department has initiated the development of the DOI Museum Property Directives, a set of policy documents to replace the guidance handbook. Museum property, managed under the DOI Office of Acquisition and Property Management (PAM), has continued visibility within the Department with measurable data being reported annually.
2. **Applicability.** This policy applies to all Reclamation staff that are responsible for the management of museum property that Reclamation owns, controls, or administers.
3. **Policy.** Reclamation identifies, preserves, and protects museum property that it owns, controls, or administers on behalf of the United States Government. Reclamation manages museum property for public use and benefit. Reclamation museum property must demonstrate a direct connection to Reclamation's mission, history, or compliance with legal mandates.
4. **Requirements and Responsibilities.** The Commissioner of Reclamation is responsible for maintaining the museum property program and must fulfill the responsibilities listed in 411 DM 1.6D. The Commissioner's responsibilities are fulfilled through Reclamation's management structure and compliance with laws, regulations, the DM, and the Reclamation Manual (RM). Standards for improved accountability and management of Reclamation's museum property program are as follows:
  - A. **Structure.** Establish a structure where management and staff are knowledgeable of their museum property management responsibilities.
  - B. **Documentation.** Ensure policy, Directives and Standards (D&S), guidance, planning, and administrative documents are complete and current.
  - C. **Resources.** Establish funding and staffing levels sufficient to meet program needs and accomplish program goals.
  - D. **Management.** Meet the standards set in 36 CFR part 79, 411 DM, and the Directives for the management and long-term care of museum property.

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- E. **Accountability.** Ensure information contained within all reporting requirements is accurate and can withstand an independent audit.
  - F. **Data Management.** Ensure museum property management data is complete and accurate, and ensure these data are entered into and maintained in the Department's Interior Collection Management System or its cloud-based successor, Museum Collection Management System (ICMS/MCMS), or another successor.
  - G. **Use and Access.** Ensure museum property, and information about museum property, is available to the public.
- 5. **Definitions.** Definitions that are applicable to museum property management can be found in the RM D&S, *Museum Property Management*, LND 02-02.
  - 6. **Review Period.** The originating office will review this release every 4 years.

## RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: \_\_\_\_\_

Release No. \_\_\_\_\_

Ensure all employees needing this information are provided a copy of this release.

### Reclamation Manual Release Number and Subject

### Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

### Filing instructions

Remove Sheets

Insert Sheets

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

Filed by: \_\_\_\_\_

Date: \_\_\_\_\_