

Reclamation Manual

Directives and Standards

- Subject:** Museum Property Management
- Purpose:** To ensure appropriate and consistent management, preservation, and documentation of the Bureau of Reclamation's (Reclamation) museum property in compliance with Federal laws, regulations, and the U. S. Department of the Interior (Department) initiatives. The benefit of this Directive and Standard (D&S) is improved accountability through consistency in managing museum property, accuracy in reporting, and completing required administrative actions concerning Reclamation's museum property. 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. 300101, et seq.); Archaeological 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 (ARPA) of 1979, 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); Controlled Unclassified Information (CUI) (32 CFR part 2002); 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); 374 Departmental Manual (DM) 6, *Employee Responsibilities and Conduct, Donation Guidelines*; 410 DM 1, *Personal Property Management, Scope, Policies, and Responsibilities*; 411 DM 1, *Identifying and Managing Museum Property, Policy and Management Responsibilities for Museum Property* (411 DM); Interior Property Management Directives supplement to the Federal Management Regulations (FMR); Reclamation Supplement to the FMR (RSFMR); Department Museum Property Directives (Directives); Stolen, Lost, Damaged, or Destroyed DOI Personal Property, Department Acquisition, Assistance, and Asset Policy (DOI-AAAP-0111); and the Statement of Federal Financial Accounting Standards (SFFAS) by the Federal Accounting Standards Advisory Board No. 29 – Heritage Assets and Stewardship Land.
- Approving Official:** Director, Mission Assurance and Protection Organization (MAPO)

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Contact: Environmental Compliance Division (84-53000)

1. **Introduction.** Reclamation controls and administers museum property on behalf of the United States Government, under the Department policies of the Office of Acquisition and Property Management. Museum property has been and continues to be a visible asset within the Department, subject to audits and performance measure reporting.
2. **Applicability.** This D&S applies to all Reclamation employees generating field collections that may result in museum property collections, and/or with museum property responsibilities.
3. **Program Administration.** The museum property program includes responsibilities for developing policy and guidance, maintaining national strategic planning documents, interpreting policy, representing Reclamation interests on national and internal teams and workgroups, and disseminating information.
 - A. The P&P Directorate with program management by the National Curator and NAGPRA Coordinator (National Curator) and input from appropriate region, unit and Mission Support Organization (MSO) levels (Office) will undertake all policy development and guidance, reviews and recommendations for approval of new or updates to existing Reclamation policy, D&S and guidance for management of museum property as required.
 - B. The P&P Directorate, with program management by the National Curator, will update, review, and recommend approvals for National Strategic Planning documents, such as Reclamation's Collection Management Plan (CMP) and other relevant documents as required.
 - C. Policy interpretation will focus on technical assistance and advice 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, and is the responsibility of the P&P Directorate with direct program management by the National Curator and input from the Federal Preservation Officer (FPO).
 - D. Representation of Reclamation concerning the museum program is important for consultation, exposure, and outreach. Responsibility for national representation is with the National Curator, who will represent Reclamation on the Department's Interior Museum Property Committee, Interior Collection Management System and its cloud-based successor, Museum Collection Management System (ICMS/MCMS) Change Control Board, before the NAGPRA Review Committee, and other committees, with Office representation as appropriate.
 - E. Information dissemination about Reclamation's museum property, with opportunities for public access and use is appropriate. However, Reclamation will

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only provide sensitive or confidential information (e.g., NAGPRA or archaeological and paleontological site locations), to qualified researchers, tribal representatives, and other professionals. Through its website,¹ social media platforms, and partners, Reclamation encourages the use of museum property for educational opportunities, exhibitions, and scientific research.

F. The Museum Property Working Subgroup (MPWS)² is under the Cultural Resources Management Working Group (CRMWG) and each regional office will have a designated representative on the MPWS. The National Curator serves as chair of the MPWS, with participation expected of each regional office. The MPWS will conduct its business independent of the CRMWG but will provide all information and resulting products to the CRMWG and FPO.

(1) Each regional office will establish museum property committees, as appropriate, to advise on managing museum property for that office. The Reviewing Authority Officers (RAO) will coordinate museum property committee members at the office level and will include the regional museum property lead, unit museum property lead(s), appropriate property staff, appropriate cultural resources management professional(s), and/or subject specialists, as needed. Museum property committees will coordinate as often as needed, but not less than once annually.

(2) The MPWS will assist in the capacity of a museum property committee for an office with personnel vacancies, where there is a lack of subject specialists, and/or as requested.

4. **Staffing.** Staffing is essential for adequate program management and compliance, and staff will conduct their work in accordance with the Department's Interior Museum Program Policy and Directives, and Reclamation Policy and D&Ss, soliciting guidance as needed from the National Curator.

A. The National Curator will manage Reclamation's museum and NAGPRA programs. The responsibility for appointing a National Curator³ is with Reclamation's Commissioner.

B. The RAO has programmatic responsibility for managing their Office museum property. This officer will establish an Office museum property program with appropriate staffing and ongoing training opportunities; secure funding; officially delegate an Accountable Property Officer (APO) and/or museum leads; certify completeness and accuracy of museum property data and related data calls; develop, implement, and complete Internal Control Review Corrective Action

¹ <https://www.usbr.gov/museumproperty>

² DOI Departmental Manual, Part 411, Chapter 1, 1.6(D)(4): <https://edit.doi.gov/museum/policy/>

³ 411 DM 1.6D(3)(b): https://www.doi.gov/sites/doi.gov/files/uploads/411dm1_museum_property_policy.pdf

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Plans as necessary; and ensure implementation of long-term repository agreements for all non-bureau repositories holding Reclamation museum property with funding as available.

- C. The region or unit management for government property held or acquired by that Office⁴ appoints the APO. Primary responsibilities of the APO are to safeguard property; enforce measures to prevent loss, theft, misuse, or abuse of property; maintain museum property and museum records; and prevent unauthorized use or misappropriation of the property. The APO is liable for loss, theft, or damage to museum property. Within MSO, the APO may also hold the title of property management officer, who is the director of MSO.
 - D. The APO will designate the Custodial Property Officer (CPO) in writing. The CPO and APO are responsible for completing required inventories with certifications, data calls, and requirements associated with the management of museum property and museum records entrusted to their care.
 - E. The museum property lead is a qualified subject specialist professional appointed by the RAO in writing. Reclamation requires a museum property lead at the regional office level and at the unit office level if the unit has, or expects to have, museum property. The museum property lead may also be the CPO. The museum property lead will coordinate with Office colleagues to establish the most efficient means of implementing and fulfilling museum program objectives.
5. **Reporting.** Reclamation requires all Offices collecting and/or managing museum property to complete data calls quarterly, annually, or on an irregular schedule. P&P will request additional information to complete other Reclamation reporting needs or as required per the Department's or Reclamation's current year data call. The National Curator will coordinate the data calls, interfacing with audit liaisons as necessary, analyze the APO-verified data submitted by the CPO, and complete any formal reports. The P&P Director will send any substantial data calls to regional directors with copies to the regional archaeologists and museum leads, as appropriate. Although primary responsibility lies with the National Curator, collaboration with the FPO and contributions from management and program staff at Offices is necessary for program review accuracy and timeliness in reporting. Annual reporting, at minimum, includes:
- A. The Department Summary Report consolidates data provided by regional offices. These offices will submit annual fiscal year reports containing information about Reclamation's museum property to the P&P Directorate.⁵ This comprehensive report requires accurate counting of all types of museum property collected by Reclamation, including archaeology, archives, art, biology, ethnography, geology, history, and paleontology collections. The National Curator will analyze and

⁴ RSFMR, Part 60 Property Accountability, Subpart 114S-60.202 Accountability

⁵ 411 DM 1.12(C): https://edit.doi.gov/sites/doi.gov/files/uploads/411dm1_museum_property_policy.pdf

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consolidate the data provided and then submit Reclamation's response to the Department's Interior Museum Program.

- B. The APO is responsible for inventory, reconciliation, and certification reporting to assure completion and certification of a physical inventory (i.e., Certificate of Inventory) at Reclamation and non-bureau facilities holding Reclamation museum property. The APO will conduct the reporting as determined with the CPO, regional museum lead, and other appropriate professional staff. The APO will complete the inventories in accordance with Department Directives⁶ and schedules.⁷ For collections in ICMS, the CPO will utilize the ICMS/MCMS to produce a Certificate of Inventory form signed by the APO and CPO. In lieu of the ICMS/MCMS form, the CPO will use the RSFMR Certificate of Inventory⁸ to certify required museum property inventories.
- (1) At non-bureau facilities, the APO will assure that a qualified museum professional conducts the physical inventory as agreed to within the repository agreement, contract, or other written agreement, for services provided to Reclamation.
 - (2) With the approval of each unit's APO, one individual may conduct the physical inventory process for facilities that house museum property from multiple unit offices. The appointed individual must conduct an inventory of each unit's museum property separately and each unit's APO will sign separate certificates of inventory. Reclamation considers the inventory and certificate official records maintained according to official Records Retention Schedules as managed by Reclamation's Information Resources Office Information Management Group. APOs will provide inventories of specific objects along with the certification forms to the National Curator during fiscal year data calls. Reclamation requires the following inventories with certifications:
 - (a) one hundred percent controlled and sensitive property annual inventory (i.e., cataloged and controlled or sensitive museum property, including all NAGPRA items, potential NAGPRA items, and other human remains not of Native American descent),⁹

⁶ DOI Directive 3 *Required Standards for Documenting Museum Property* 1.8 Inventory Standards: https://edit.doi.gov/sites/doi.gov/files/migrated/museum/policy/upload/Dir_3_Required-Standards-for-Collections-Documentation.pdf

⁷ DOI Museum Property Directive 21 *Inventory of Museum Collections*: <https://edit.doi.gov/sites/doi.gov/files/migrated/museum/policy/upload/Dir-21-Collection-Inventory.pdf>

⁸ RSFMR, *Certificate of Inventory*, 114S-60.3 (Figure 1): https://doimsp.sharepoint.com/sites/bor-test-property-one-stop-shop/Shared%20Documents/60-300_RPMC%2018-03.mht?CT=1598909507153&OR=ItemsView

⁹ See ICMS/MCMS database for *Inventory of Museum Property Controlled Property* form.

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- (b) random sample inventory (i.e., cataloged and neither controlled nor sensitive museum property),¹⁰
- (c) accessioned, uncataloged property inventory (i.e., accessioned museum property awaiting cataloging),¹¹
- (d) change in accountability inventory¹² (i.e., when one APO no longer has responsibility for the museum property and a new APO takes over that responsibility),¹³ and/or
- (e) stolen, lost, damaged, or destroyed personal property inventory addressed using the Department policy¹⁴ and technical operating procedures,¹⁵ with the accompanying Department form.¹⁶

6. **Program Management Documents.** Program documents for Offices managing museum property are necessary for adherence to Reclamation's broader program goals, policies, and standards. Primary development responsibility lies with Office management and program staff, with the National Curator available as a resource for review and comment on draft museum program documents. Offices will provide electronic copies of all newly updated and signed museum program documents to the National Curator in conjunction with annual museum property data call submissions.

- A. All collecting and managing Offices will develop and implement a Scope of Collections Statement (SOCS) and Core Plans (Collection Management Plan, Emergency Management Plan (EMP), Security Plan, Integrated Pest Management (IPM) Plan, and Housekeeping Plan) as required by the Department. All collecting Offices will also undertake the *Facility Checklist for Spaces Housing Department Museum Property* (Facility Checklist) upon receiving museum property. The responsible APO will review and approve these documents every 5 years.

¹⁰ See ICMS/MCMS database for *Inventory of Museum Property Random Sample* form.

¹¹ See ICMS/MCMS database for *Inventory of Museum Property Accessions* form.

¹² DOI Interior Property Management Directives (IPMD) Section 114-60.302(a)(6) *Property Inventories; Inventory Frequencies and Methods* and *Appendix 1, Technical Guidance: Decision Guide for Inventory Requirements: Change of Designated Authority*: <https://www.doi.gov/sites/doi.gov/files/uploads/section114-60.3-propertyinventories.pdf>

¹³ DOI Interior Property Management Directives (IPMD) Section 114-60.302(a)(6) *Property Inventories; Inventory Frequencies and Methods* and *Appendix 1, Technical Guidance: Decision Guide for Inventory Requirements: Change of Designated Authority*: <https://www.doi.gov/sites/doi.gov/files/uploads/section114-60.3-propertyinventories.pdf>

¹⁴ DOI Acquisition, Assistance, and Asset Policy for *Stolen, Lost, Damaged, or Destroyed DOI Personal Property*, DOI-AAAP-0111, enacted 8/28/2018.

¹⁵ *Technical Operating Procedures for Stolen, Lost, Damaged, or Destroyed U.S. Department of the Interior (DOI) Personal Property*

¹⁶ DOI Museum Property Directive 21 *Inventory of Museum Collections, Report of Survey* form (DI-103): <https://edit.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/DI-103%20Report%20of%20Survey.pdf>

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- B. The appropriate RAO will approve all SOCS and Core Plans. Prior to approval, regions will submit their SOCS and Core Plans to the National Curator for review and input. Area office units will submit their SOCS and Core Plans to the APO and region museum property lead for input prior to approval by the RAO or to the National Curator for review and input, if requested. The respective regional office will maintain current copies of all SOCS, Core Plans, and Facility Checklists generated by Offices within that region.
- (1) Reclamation requires SOCS for all collecting or managing Offices that have, or expect to have, museum property.¹⁷ All regional offices will have a respective SOCS that tiers down from the national SOCS. All unit offices that collect or manage museum property also will have a SOCS that tiers down from their regional SOCS. Although a SOCS may be amended, each collecting or managing Office will initially prepare the SOCS with vision and care to avoid identifying too few or too many items as museum property. The responsible APO will evaluate SOCS at non-bureau facilities with custody of Reclamation museum property. The responsible APO will review each SOCS every 5 years and update as necessary.
 - (a) The national SOCS is the basis for all Office SOCS. The National Curator develops and maintains the national SOCS with input from the CRMWG and MPWS. The national SOCS 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.
 - (b) Reclamation requires regional office SOCS to describe the region's collection strategy while integrating and tiering down from the national SOCS. The appropriate RAO will approve their respective SOCS.
 - (c) Reclamation requires unit SOCS for each unit that collects or manages museum property and must integrate and tier from both the national SOCS and appropriate regional SOCS yet is unique to its own circumstances and needs. The appropriate unit RAO will approve the unit SOCS.
 - (2) CMPs are the basic planning tool used to manage museum property. The responsible APO will develop a CMP for each Reclamation facility that has possession of Reclamation museum property and will evaluate CMPs at non-bureau facilities with custody of Reclamation museum property.¹⁸ A CMP identifies actions required to preserve, protect, and document museum

¹⁷ DOI Museum Property Directive 1, *Introduction to Managing Museum Collections*: <https://edit.doi.gov/sites/doi.gov/files/migrated/museum/policy/upload/Dir-1-Introduction-Managing-Museum-Collections.pdf>

¹⁸ 411 DM 1.11(A) and B (2): <https://edit.doi.gov/museum/policy/>

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property in order to meet management standards and maintain the items to those standards. The responsible APO will evaluate CMPs at non-bureau facilities with custody of Reclamation museum property. The responsible APO will review each CMP every 5 years, and updated as necessary, to ensure the information is current and accurate.

- (a) The national CMP is the basis for all Office CMPs. The National Curator develops and maintains the national CMP with input from the CRMWG and MPWS. The national CMP defines broad program goals and objectives and is the instrument Reclamation uses to annually measure against program goals and report accomplishments.
 - (b) Reclamation requires regional office CMPs to describe its museum property program and how it will achieve the goals and objectives outlined in the national CMP. The APO or regional museum property lead, as directed, develops and maintains the regional office CMP. The regional office CMP identifies problems and risks, describes, and prioritizes corrective actions, describes goals and objectives, identifies responsible personnel, and estimates budgets for museum property program activities. The regional office RAO will approve their respective CMP.
 - (c) Reclamation requires unit CMPs for each unit collecting and managing museum property and must integrate and tier from the goals and objectives outlined in the national CMP and appropriate regional CMP yet be specific to its own circumstances and needs. The unit CMP identifies problems and risks, describes and prioritizes corrective actions, describes its goals and objectives, identifies responsible personnel, and estimates budgets for museum property program activities. The appropriate unit RAO will approve the unit CMP.
- (3) EMPs are emergency planning documents with the primary goal of avoiding the damage or loss of museum property affected by an emergency while giving priority to human health and safety. The responsible APO will develop an EMP for each Reclamation facility that has possession of Reclamation museum property and will evaluate EMPs at non-bureau facilities with custody of Reclamation museum property. Each facility will regularly implement communication and coordination with appropriate facility staff prior to an emergency to ensure the safe evacuation and continued preservation of Reclamation's museum property. The responsible APO will review the EMP every 5 years, and updated as necessary, to ensure the information is current and accurate. The responsible APO will update the EMP when new museum property material types are added into or identified at the facility, when museum property is housed in new spaces within the facility, or if emergency contact information changes. An EMP must contain

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information for two emergency contacts within Reclamation familiar with the needs of the museum property located at the facility in the event an emergency occurs.

- (a) The National Curator, with input from the MPWS, develops the national EMP template.
 - (b) Reclamation requires regional EMPs of each regional office collecting and managing museum property on site at Reclamation facilities. The APO or regional museum property lead, as directed, develops and maintains the regional office EMP. The regional office RAO will approve their respective EMP.
 - (c) Reclamation requires unit EMPs of each unit collecting and managing museum property on site at Reclamation facilities. The CPO develops and maintains the unit EMP. The APO or appropriate unit RAO will approve their EMP.
- (4) IPM Plans outline a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimize economic, health, and environmental risks. The responsible APO will develop an IPM Plan for each Reclamation facility that has possession of Reclamation museum property and will evaluate IPM Plans at non-bureau facilities with custody of Reclamation museum property.¹⁹ The responsible APO will review the IPM Plan every 5 years, and updated as necessary, to ensure the information is current and accurate.
- (a) The National Curator, with input from the MPWS, develops the national IPM Plan template and recording log.
 - (b) Reclamation requires regional office IPM Plans and recording logs of each regional office collecting and managing museum property at Reclamation facilities. The APO or regional museum property lead, as directed, develops and maintains the regional office IPM Plan and log. The regional office RAO will approve their respective IPM Plan.
 - (c) Reclamation requires unit IPM Plans and recording logs of each unit collecting and managing museum property at Reclamation facilities. The CPO develops and maintains the unit IPM Plan and recording log. The APO or appropriate unit RAO will approve their IPM Plan.
- (5) Security Plans are a formal document developed to control access to museum property. The responsible APO will develop a Security Plan for each Reclamation facility that has possession of Reclamation museum property

¹⁹ 411 DM 1.1B(3): https://edit.doi.gov/sites/doi.gov/files/uploads/411dm1_museum_property_policy.pdf

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and will evaluate Security Plans at non-bureau facilities with custody of Reclamation museum property.²⁰ The responsible APO will review each Security Plan every 5 years, and update as necessary, to ensure the information is current and accurate. The APO will update Security Plans when museum property is identified at risk, housed in new spaces within the facility, or when the Security Plan does not effectively control access to museum property.

- (a) The National Curator, with input from the MPWS, develops the national Security Plan.
 - (b) Reclamation requires regional Security Plans of each regional office collecting and managing museum property at Reclamation facilities. The APO or regional museum property lead, as directed, develops and maintains the regional office Security Plan. The regional office RAO will approve their respective Security Plan.
 - (c) Reclamation requires unit Security Plans of each unit collecting and managing museum property at Reclamation facilities. The CPO develops and maintains the unit Security Plan. The APO or appropriate unit RAO will approve their Security Plan.
- (6) A Housekeeping Plan and recording log are formal documents developed to ensure consistent long-term care and maintenance of museum collections. The responsible APO will develop a Housekeeping Plan, with recording log, for each Reclamation facility that has possession of Reclamation museum property and will evaluate Housekeeping Plans, with recording logs, at non-bureau facilities with custody of Reclamation museum property.²¹ The responsible APO will review the Housekeeping Plan every 5 years, and updated as necessary, to ensure the information is current and accurate. The responsible APO will update the Housekeeping Plan 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 Housekeeping Plan does not effectively control the agents of deterioration (e.g., physical forces, fire, pests, light, thieves and vandals, water, pollutants, dissociation, and incorrect temperature or relative humidity).²² A Housekeeping Plan must include an overview of the museum property housed in each of the museum spaces, a description of all museum spaces in the facility, a list of staff responsible for implementing the Housekeeping Plan and maintaining the recording log, and

²⁰ 411 DM 1.11(B)(4): https://edit.doi.gov/sites/doi.gov/files/uploads/411dm1_museum_property_policy.pdf

²¹ 411 DM 1.11(B)(4): https://edit.doi.gov/sites/doi.gov/files/uploads/411dm1_museum_property_policy.pdf

²² Agents of Deterioration: <https://www.canada.ca/en/conservation-institute/services/agents-deterioration.html>

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a comprehensive list of the tasks necessary to prevent damage to, and minimize deterioration of, museum items, archives, and associated records.

- (a) The National Curator, with input from the MPWS, develops the national Housekeeping Plan and recording log.
 - (b) Reclamation requires regional Housekeeping Plans and recording logs of each regional office collecting and managing museum at Reclamation facilities. The APO or regional museum property lead, as directed, develops and maintains the regional office Housekeeping Plan and recording log. The regional office RAO will approve their respective Housekeeping Plan and recording log.
 - (c) Reclamation requires unit Housekeeping Plans and recording logs of each unit collecting and managing museum property at Reclamation facilities. The CPO develops and maintains the unit Housekeeping Plan and recording log. The APO or appropriate unit RAO will approve their Housekeeping Plan and recording log.
- (7) A Conservation Survey²³ is an assessment to determine the environment of spaces housing museum property, record the condition of individual or groups of museum property by material type, determine conservation treatment needs and priorities, record baseline data to assess future deterioration, and prioritize treatment for the museum property most vulnerable to deterioration. A professional conservator will conduct a Conservation Survey as practicable.
- (8) A qualified professional, generally the CPO, will conduct an Object Condition Assessment on museum property at the time of initial cataloging to establish a condition baseline and to determine if the museum property warrants conservation. The qualified professional will also complete an item-level condition assessment whenever an individual museum property item is handled or used (e.g., annual inventory, outgoing loan, exhibit, or research). The qualified professional will document the condition of the museum property item in the catalog record in ICMS/MCMS. If an object warrants conservation treatment, then the qualified professional will update the catalog record in ICMS/MCMS to include that information and schedule the object for treatment. If scheduled conservation is delayed, then the qualified professional will track the cost estimated for conservation as deferred maintenance in the Office's CMP.

²³ 411 DM 1.11(B)(6): https://edit.doi.gov/sites/doi.gov/files/uploads/411dm1_museum_property_policy.pdf

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- (9) Reclamation requires a Facility Checklist²⁴ for evaluating facilities, procedures, and operations used to preserve and protect Reclamation's museum property on exhibition, in storage, and in administrative office spaces. The responsible APO will complete a Facility Checklist for each Reclamation facility that has possession of Reclamation museum property and will evaluate completed Facility Checklists from non-bureau facilities with custody of Reclamation museum property. Responsible facility staff use the Facility Checklist to evaluate compliance with Department policy and directives. Facility staff also use the Facility Checklist to develop corrective actions that will improve conditions in the spaces housing museum collections. If a Reclamation facility does not meet a standard in the Facility Checklist, facility staff will identify the estimated cost to meet that standard on the Facility Checklist, address the facility in the appropriate CMP, and schedule the facility for correction. If the scheduled improvements are delayed, the responsible APO will track the estimated cost as deferred maintenance in that Office's CMP. If a non-bureau facility does not meet a standard in the Facility Checklist, Reclamation does not require the facility to estimate the cost to meet the standard. However, at the discretion of the RAO, Reclamation may identify and provide funding for improvements to non-bureau facilities that have custody of Reclamation museum property.
- (a) The APO will certify that the CPO performed a Facility Checklist for each space in a facility occupied by Reclamation museum property. The facility's condition rating is based on the average score for all spaces within each facility. The APO will re-evaluate a facility when new spaces are added, when conditions of the facility are known to change, or every 5 years.
- (b) All Offices will communicate with other offices holding Reclamation museum property at the same facilities or non-bureau repositories to minimize any duplication of effort.
- (c) Facility Checklists performed by other bureaus within the Department are acceptable for non-bureau repositories.
- (d) If a non-bureau repository is currently accredited by the American Alliance of Museums, that accreditation is acceptable in lieu of a Facility Checklist.

7. **Records and Information Management.** Each Office holding Reclamation museum property will manage and maintain all museum property-associated records, regardless of media, as official records in accordance with the Departmental Records Schedule in a

²⁴ DOI Museum Property Directive 14 *Facility Checklist for Spaces Housing DOI Museum Property*: https://edit.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/Dir%2014_DOI%20Checklist%20directive%20final%20signed.pdf

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Reclamation-approved records repository.²⁵ Authorized activity that does not result in the collection of collectible heritage assets or where Reclamation does not own or control the collectible heritage assets are not museum property.

- A. Except where Reclamation has developed a form for a specific use, Reclamation will use the forms available in ICMS/MCMS or specific Department forms²⁶ for documenting museum property actions.
- B. Reclamation Offices will keep records for all actions (e.g., accessions, deaccessions, cataloging, inventories, conservation, incoming and outgoing loans, etc.).
 - (1) Reclamation Offices will use ICMS/MCMS for managing museum property and generating forms²⁷ and Reclamation requires ICMS/MCMS of all Offices that manage Reclamation museum property.²⁸
 - (2) Where non-bureau repositories manage Reclamation museum property, the responsible Office CPO will ensure that Reclamation receives a no less than annual transfer of all data providing Reclamation with updated information on its collections. The CPO will promptly upload the data into ICMS/MCMS or request assistance from the National Curator to upload the data.
 - (3) The P&P Directorate is responsible for Reclamation's ICMS/MCMS administrative technical management and assistance as provided by the National Curator and assisted by the Information Resources Office. Implementation of ICMS/MCMS is required at Offices managing museum property.
- C. Reclamation's system of record will retain all records, presently the Department's Enterprise Content System within the eMail Enterprise Records and Document Management System.
 - (1) Reclamation requires management and maintenance of ICMS/MCMS records according to the retention and deposition guidance in the Departmental Records Schedule.
 - (2) Offices that manage Reclamation museum property will securely store all museum property associated records in the Department's Enterprise Content

²⁵ Reclamation Manual, Directives and Standards, RCD 05-01, *Information Management*:

<https://www.usbr.gov/recman/rcd/rcd05-01.pdf>

²⁶ <https://www.doi.gov/pmb/hr/forms>

²⁷ DOI Museum Property Directive 18 *Interior Collection Management System (ICMS)*:

https://edit.doi.gov/sites/doi.gov/files/migrated/museum/policy/upload/Dir-18_Interior-Collection-Management-System.pdf

²⁸ D&S LND 02-05 *Museum Records*: <https://www.usbr.gov/recman/lnd/lnd02-05.pdf>

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System, assuring confidentiality with legally protected information (e.g., archaeological site locations).

8. Ownership and Acquisition of Museum Property.

- A. Unless otherwise directed by law, all items, field catalogs, analysis data, documentation records, and media in all forms are the property of the United States Government when collected or created:
- (1) under an authorized cultural or paleontological permit,
 - (2) as a result of Reclamation professionals or an authorized activity on Reclamation land, or
 - (3) as a result of an action or undertaking on non-Reclamation land and where there is an agreement between Reclamation and the landowner that explicitly transfers ownership of the items to Reclamation.
- B. Ownership of archaeological collections may be transferred to another Federal entity.^{29,30} Cultural and natural resources that are not accessioned, and not intended to be museum property (e.g., working collections, NAGPRA items, or human remains not of Native American descent) and the associated documentation are still Reclamation property and the APO will appropriately document those items.
- C. Acquisition of museum property and associated records will fit within the appropriate Office SOCS. The APO or designee will bring before the appropriate region or unit-level museum property committee, or MPWS, for advice concerning the proposed accession,³¹ with the committee's decision documented and recorded in ICMS/MCMS. The APO will substantiate all acquisitions and have title and proper documentation, including supporting associated records, such as Deeds of Gift or authorized permits. Items not accessioned as museum property, except NAGPRA items or human remains not of Native American descent, will be dispositioned according to Disposition of Personal Property,³² retained as personal property according to the RSFMR,³³ or retained as working collections,³⁴ and documented accordingly. Acquisition of an item or group of items will occur

²⁹ 36 CFR 79.6(a)(5): <https://www.govinfo.gov/content/pkg/CFR-2012-title36-vol1/pdf/CFR-2012-title36-vol1-sec79-6.pdf>

³⁰ D&S LND 02-04(5)(A): <https://www.usbr.gov/recman/lnd/lnd02-04.pdf>

³¹ 411 DM 1.6(D)(4): https://edit.doi.gov/sites/doi.gov/files/uploads/411dm1_museum_property_policy.pdf

³² 41 CFR 102-35 to 102-42: <https://www.govinfo.gov/content/pkg/CFR-2011-title41-vol3/xml/CFR-2011-title41-vol3-subtitleC-chap102.xml>

³³ RSFMR: <https://doimsp.sharepoint.com/sites/bor-test-property-one-stop-shop/SitePages/home.aspx>

³⁴ Master Glossary for DOI Museum Property Directives: <https://edit.doi.gov/sites/doi.gov/files/uploads/DOI%20Directives%20Master%20Glossary%2020160301.pdf>

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before being accessioned into museum collections. Approved methods of acquiring museum collections are:

- (1) Donation, with a change of ownership by gift or bequest.³⁵ The donor will own the property donated to Reclamation and the donor will transfer the property's unrestricted title to Reclamation. The donor will transfer all eligible copyrights to Reclamation, to the extent practicable. For a gift to be valid, the donor will make an intention to make the gift, the donor will physically transfer the gift (e.g., personal property), and the recipient will accept the gift. The donor cannot revoke a gift once accepted and physically transferred.³⁶ Reclamation is not required to accept a donation by gift or bequest if it does not fit the Office SOCS. The APO will assure retention of originals or copies of all Deed of Gift or Last Will and Testament documents and retain them as associated records. The APO will also review the acceptance considerations for donations and consult with ethics officials as appropriate.³⁷
- (2) Purchase of property specifically bought with appropriated funds for inclusion in the museum collection. All eligible copyrights will be transferred to the Federal Government, to the extent practicable. Purchase can also include procurement from commercial sources.³⁸ The APO will assure retention of originals or copies of all procurement documents and receipts as associated records.
- (3) Transfer, with a change of control of property within Reclamation, between Department units,³⁹ or between a Department unit and other Federal agency, if legally authorized.⁴⁰ The APO will assure retention of originals or copies of all transfer documents as associated records.
- (4) Field collection of items and/or specimens acquired as delineated in paragraph 8, *Ownership and Acquisition of Museum Property*, of this section. The APO will assure retention of originals or copies of all permit documents, field logs, and other documents associated with collected items and/or specimens as associated records.

³⁵ RSFMR 114S-60.100(2)(d)(ii): https://doimssp.sharepoint.com/sites/bor-test-property-one-stop-shop/Shared%20Documents/60-100_RPMC18-04.mht?CT=1595603321053&OR=ItemsView

³⁶ 2014, Phelan, Marilyn E., *Museum Law: A Guide for Officers, Directors, and Counsel*, pg. 219.

³⁷ 374 DM 6.6 Donations: <https://www.doi.gov/sites/doi.gov/files/migrated/partnerships/tools/upload/Donation-Guidelines.pdf>

³⁸ RSFMR 114S-60.100(2): https://doimssp.sharepoint.com/sites/bor-test-property-one-stop-shop/Shared%20Documents/60-100_RPMC18-04.mht?CT=1595603321053&OR=ItemsView

³⁹ See Reclamation Form 7-763 Property Voucher: <https://teamssp.bor.doi.net/printanddup/forms/7Forms/7-763.pdf>

⁴⁰ RSFMR 114S-60.100(2)(d)(i)(1-3): https://doimssp.sharepoint.com/sites/bor-test-property-one-stop-shop/Shared%20Documents/60-100_RPMC18-04.mht?CT=1595603321053&OR=ItemsView

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- (5) Fabrication of property manufactured by or for Reclamation with or without the original intent of it becoming museum property, such as models, replicas, or objects demonstrating Reclamation's mission can become museum property when it fits within an Office SOCS.⁴¹ This does not include property created for storage or exhibition purposes. The APO will assure retention of originals or copies of all available documents and receipts associated with the fabricated objects as associated records.
- (6) Found in collections (FIC) is property with uncertain origin discovered within the possession of an Office. If the FIC property fits within the SOCS, then careful consideration and research of provenance and provenience is necessary by the Office's museum property committee in deciding whether to recommend accessioning the FIC property into the museum property collection. The APO will assure retention of research undertaken and all available documents as associated records.
9. **Accessioning, Deaccessioning, and Cataloging.** Accessioning and deaccessioning are formal, documented processes to legally add (accession) or remove (deaccession) items to or from an Office's museum collection. Under current authorities, Reclamation has limited ability to undertake discretionary and nondiscretionary deaccessions. The process for accessions and deaccessions will be thoughtful yet made at the lowest possible level, as appropriate, and in accordance with RM Delegations of Authority.⁴² The Office's museum property committee will carefully consider each proposed accession or deaccession action and provide the committee's recommendation to the APO. The respective Office APO will then elevate the approval request, as necessary, for decision. The APO must document the decision in a narrative format and/or using an appropriate form, if available, and upload an electronic copy of the fully executed form and narrative into ICMS/MCMS. The Office must create an accession record of the collection within 30 calendar days of the applicable museum property committee or MPWS recommendation, with retention of originals or copies of all available documents as associated records.
- A. Accessioning is the process by which an Office formally documents, establishes permanent title, and legally accepts the item or group of objects acquired at the same time from the same source into its museum collection. The APO will assign a unique identification number to each museum property accession. The APO will ensure the accession number assigned by Reclamation follows the structure agreed upon by the MPWS, which is [unit acronym].[year of accession].[sequential four-digit number of access in order of receipt of that year] (e.g., CPN.2021.0001). All Reclamation museum property, with the exception of NAGPRA items and human remains not of Native American descent, will be accessioned and permanently

⁴¹ RSFMR 114S-60.100(2)(d)(iii): https://doimssp.sharepoint.com/sites/bor-test-property-one-stop-shop/Shared%20Documents/60-100_RPMC18-04.mht?CT=1595603321053&OR=ItemsView

⁴² Delegations of Authority, 4(G)(3) *Donations*: <https://www.usbr.gov/recman/delegations/Delegations.pdf>

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documented in ICMS/MCMS.⁴³ As determined by the appropriate Office's APO, a permanent supplemental paper log may also be required.

- (1) An Office need not have physical possession of an acquisition when it is accessioned (e.g., if it is housed at a non-bureau repository).
 - (2) A non-bureau repository may also choose to use an accession number within their database system to track Reclamation's repository collection, but the primary accession number is assigned by Reclamation.
- B. A deaccession is the process by which an Office formally documents and legally removes, or divests itself, of an item or group of items from its museum collection. The APO will assign a unique identification number to each deaccession of museum property. The APO will ensure the deaccession number assigned by Reclamation follows a structure similar to the accession number format, which will be [unit acronym].[D (e.g., deaccession)].[year of deaccession].[sequential four-digit number of deaccession in order of processing that year] (e.g., CPN.D.2020.0001). Prior to deaccessioning, the respective Office APO will ensure the item(s) proposed for deaccessioning are fully cataloged with images in ICMS/MCMS, and that original records are retained by that Office with copies provided to the recipient of the deaccessioned object(s), as applicable. If applicable, the Office will permanently retain the original document of the respective museum property committee's recommendation with the original records, with electronic documentation in ICMS/MCMS.
- (1) Discretionary deaccessions include disposal options for:
 - (a) transfer, with a change of control of property managed by Reclamation, between Department units,⁴⁴ or between a Department unit and other Federal agency, if legally authorized,⁴⁵
 - (b) consumptive use, only if the benefits outweigh the resulting damage or loss,⁴⁶ or
 - (c) firearm disposal.⁴⁷

⁴³ D&S LND 02-05: <https://www.usbr.gov/recman/lnd/lnd02-05.pdf>

⁴⁴ See Reclamation Form 7-763, Property Voucher: https://doimsp.sharepoint.com/sites/bor-test-property-one-stop-shop/Shared%20Documents/60-100_RPMC18-04.mht?CT=1595603321053&OR=ItemsView

⁴⁵ *Curation of Federally-owned and Administered Archaeological Collections*, 36 CFR 79.6(a)(5): <https://www.govinfo.gov/app/details/CFR-2012-title36-vol1/CFR-2012-title36-vol1-part79>

⁴⁶ *Curation of Federally-owned and Administered Archaeological Collections*, 36 CFR 79(d)(5): <https://www.govinfo.gov/app/details/CFR-2012-title36-vol1/CFR-2012-title36-vol1-part79>

⁴⁷ RSFMR 102S-40.175 *Disposal of Firearms*: https://doimsp.sharepoint.com/sites/bor-test-property-one-stop-shop/Shared%20Documents/42-1102_RPMC%2019-06.mht?CT=1595615058766&OR=ItemsView

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- (2) Non-discretionary deaccessions with disposal options for:
 - (a) repatriation and disposition of NAGPRA items,
 - (b) return to a rightful owner when mistakenly accessioned as Reclamation museum property, or
 - (c) stolen, lost, damaged, or destroyed items.⁴⁸

- C. Cataloging is the action of assigning a unique identifying catalog number to an item or group of items and documenting descriptive information. The resulting documentation is a catalog record. The APO will ensure the catalog number assigned by Reclamation follows the structure agreed upon by the MPWS, which is the accession under [unit acronym].[year of accession].[the sequential four-digit number of accession in order of receipt of that year] (e.g., CPN.2020.0001) followed by an additional sequential four-digit number (e.g., CPN.2020.0001.0001). The APO will document the information contained within the catalog record in ICMS/MCMS.⁴⁹ The APO is responsible for following Department museum cataloging standards,⁵⁰ and policy and procedures.⁵¹
 - (1) Acceptable counting terms for cataloging three-dimensional materials include objects, lot of items, bulk; or for two-dimensional archival materials, linear feet, if individual document object counts are not known.
 - (2) Only conduct one count (i.e., an exact count of objects or bulk, but not both).
 - (a) Object counting is a method of counting one item. The ICMS/MCMS catalog record requires a count (e.g., one single catalog record for a single object, such as one button when there are no other similar buttons in the collection being accessioned, will be documented in ICMS/MCMS as “1” for the item count field and “each” for the storage unit field).
 - (b) Lot of items counting is a method of counting multiple objects with similar and non-distinguishing characteristics. The ICMS/MCMS catalog record requires a count (e.g., one single catalog record for a collection being accessioned of similar items, such as a lot of 8 buttons, will be

⁴⁸ DOI Acquisition, Assistance, and Asset Policy for *Stolen, Lost, Damaged, or Destroyed DOI Personal Property*, DOI-AAAP-0111, enacted 8/28/2018. *Technical Operating Procedures for Stolen, Lost, Damaged, or Destroyed U.S. Department of the Interior (DOI) Personal Property*.

⁴⁹ Directives and Standards, LND 02-05: <https://www.usbr.gov/recman/lnd/lnd02-05.pdf>

⁵⁰ DOI Museum Property Directive 3, *Required Standards for Documenting Museum Property*: https://edit.doi.gov/sites/doi.gov/files/migrated/museum/policy/upload/Dir_3_Required-Standards-for-Collections-Documentation.pdf

⁵¹ DOI Museum Property Directive 20, *Cataloging Museum Collections*: <https://edit.doi.gov/sites/doi.gov/files/uploads/Dir%2020%20Cataloging%20Museum%20Collections%20final%20signed.pdf>

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documented in ICMS/MCMS as “8” for the item count field and “each” for the storage unit field).

- (c) Bulk is a method of quantifying when counting is not feasible, such as with environmental or soil samples, debitage, and materials that will continue to degrade despite preventive conservation measures. The ICMS/MCMS catalog record requires a count (e.g., one single catalog record consisting of two bags of soil samples will be documented in ICMS/MCMS as “2” for the item count field and “bag” for the storage unit field; alternately, one single catalog record consisting of one box of debitage will be documented in ICMS/MCMS as “1” for the item count field and “box” for the storage unit field). The annual museum property report data call requires bulk volume, in cubic feet, as a quantitative amount when exact counts of items are not known.
- (d) Linear feet is a method of counting archival documents when the page count is unknown. The ICMS Collections Management Report multiplies the number of linear feet by 1,600 to get an item count for archival collections. If a repository uses alternate software for recording data where linear feet is used, the APO will multiple that number by 1,600 to get an approximated item count of archival documents for the annual museum property report data call.

10. **Conservation.** Conservation is invasive care of museum property items that are in an unstable condition to bring them to a more stable condition. A professional conservator with a subject specialty, as practicable, will perform the conservation using industry standard museum conservation practices and materials. The respective Office museum property lead, with the approval of the APO, will recommend all invasive conservation care. The APO will add all conservation reports, any related loan agreements, and detailed information concerning all circumstances of the treated museum property item to ICMS/MCMS and retain the documents as official records.

11. **Repositories.** Repositories, generally non-bureau facilities, store the majority of Reclamation’s museum property. Reclamation works with organizations (e.g., a museum or university department) that are dedicated to managing, preserving, processing, studying, and storing museum property according to professional museum and archival practices to provide long-term care for collections. These repositories can use Reclamation museum property collections for education, exhibition, and research. To assess the care and standards in place at repositories the APO will complete the Facility Checklist.⁵²

- A. Reclamation repositories, when appropriate, will undertake the responsibilities of caring for collections at Offices or facilities, providing the repository maintains an

⁵² DOI Museum Property Directive 14, *Museum Facility Checklist for Spaces Housing DOI Museum Property*: https://edit.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/Dir%2014_DOI%20Checklist%20directive%20final%20signed.pdf

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acceptable level of care. The APO and CPO will ensure the facility meets all standards to which Reclamation holds its non-bureau repositories and will complete all documentation for the facility and collections. With the APO certifying completeness, the CPO will undertake the required annual inventories, maintain complete collections records in ICMS/MCMS, complete the Facility Checklist, and make the collections available for education, exhibition, and research.

- B. Non-bureau repositories must support the responsibilities of Reclamation and other Department bureaus to document and preserve museum collections using professional standards and practices, and make the collections available for education, exhibition, and scientific research purposes. In working with a non-bureau repository, Reclamation:
- (1) retains all rights in and obligations of ownership of its museum items, including intellectual property,
 - (2) remains accountable for its museum collections,
 - (3) documents and preserves museum collections for future access and use, and
 - (4) acts in accordance with the written repository agreement between Reclamation and the non-bureau repository.
 - (a) Reclamation Offices that house Reclamation collections within a non-bureau repository will enter into a written agreement that addresses all criteria and requirements.⁵³
 - (b) The respective CPO is responsible for day-to-day interactions with the non-bureau repository, obtaining no less than annual updates of collections accession, catalog and loan records to update Reclamation's ICMS/MCMS database records, assistance with funding to the non-bureau repository as available, completing the museum Facility Checklist as required, obtaining current versions of the SOCS and Core Plans, and coordinating with the non-bureau repository to undertake required inventories.⁵⁴
 - (i) Prior to approval of a repository agreement by the RAO, the repository will submit drafts to the regional museum property lead and appropriate

⁵³ DOI Museum Property Directive 17, *Working with Non-Bureau Facilities and Repositories to Manage DOI Museum Collections*: https://edit.doi.gov/sites/doi.gov/files/uploads/doi_museum_property_directive_17.pdf

⁵⁴ DOI Museum Property Directive 21, *Inventory of Museum Collections*: <https://edit.doi.gov/sites/doi.gov/files/migrated/museum/policy/upload/Dir-21-Collection-Inventory.pdf>

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APO for review and comment, as well as to the National Curator for review and comment if requested by the Office museum property lead.

- (ii) Copies of signed repository agreements will be sent to the National Curator by the APO within 30 days of signing.

12. **Use of Museum Property.** Use of museum property will only be for education, exhibition, scientific research, and religious uses, subject to such terms and conditions as are necessary to protect and preserve the condition, research potential, religious or sacred importance, and uniqueness of the collection. Reclamation will restrict sensitive information and items as appropriate.^{55,56} Museum property must only be used for commercial purposes when it is specifically authorized by law and/or approved by the APO. Reclamation prohibits the use of museum property for private gain.

A. Loans are important for conservation, education, exhibition, scientific research, religious uses, and related purposes. An appropriate APO will approve all loans. Incoming and outgoing loan documentation must include conditions for documenting, shipping, handling, and insuring the items, as applicable; an itemized list of museum property items; purpose, duration, and loan type (i.e., incoming or outgoing loan); and contact information and signatures of the borrower and lender. The CPO must document loans in ICMS/MCMS. Loans are documented by assigning a unique number when completing a written loan agreement. A short-term loan is not to exceed 3 years, while a long-term loan exceeds a period of 3 years. Reclamation will make outgoing loans to a qualified organization⁵⁷ to further research, preservation, interpretation, and access to the public, but not to individuals. Reclamation considers all items on loan, whether incoming or outgoing, controlled property and the APO will conduct annual inventories.

- (1) Reclamation will document, through a formal outgoing loan agreement that transfers custody for a specific time period, any outgoing loans giving borrowers temporary custody, not title, to Reclamation museum collections. Prior to a museum property item going on loan, the CPO will accession and catalog the item in ICMS/MCMS. The CPO and APO will ensure the loan agreement documents the borrower's "all risk" art insurance covering all loss, theft, damage, and destruction to items with any exclusions explicitly stated in the loan agreement and that the borrower has provided a valid Certificate of Insurance to Reclamation attesting to this coverage. Any exclusions will

⁵⁵ LND 02-04(11)(A)(3) Confidentiality of Sensitive Archaeological Site Data:

<https://www.usbr.gov/recman/lnd/lnd02-04.pdf>

⁵⁶ 36 CFR 79.10 *Curation of Federally-Owned and Administered Archaeological Collections, Use of Collections:*

https://www.ecfr.gov/cgi-bin/text-idx?SID=67ea1325b5e545db0af5acc8c67503e8&mc=true&node=pt36.1.79&rgn=div5#se36.1.79_110

⁵⁷ DOI Museum Property Directive 23 *Outgoing Loans of Museum Collections:*

https://www.doi.gov/sites/doi.gov/files/uploads/dir_23_outgoing_loans.pdf

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not include any relevant, foreseeable risk. The APO will ensure the loan agreement prohibits sub-loan of Reclamation items to other persons or institutions.

- (a) The CPO must approve any outgoing loans of Reclamation museum property at non-bureau repositories that the institution may manage on Reclamation's behalf. A Repository Agreement⁵⁸ will be in place and stipulate whether the non-bureau repository has authority to oversee third-party loans of Reclamation museum property. The APO will approve the loan with written confirmation provided to the non-bureau facility. The APO will upload all documentation and copies of loan agreements to ICMS/MCMS.
- (b) For all loans, but especially ceremonial/religious loans, the APO must inform borrowers that museum property may have been historically treated with pesticide chemicals, such as arsenic, dichlorodiphenyltrichloroethane (DDT), paradichlorobenzene (PDB) or other chemicals. For all loans, the borrower will fully sign form DI-3220 *Notice of Potential Hazard in Museum Collections*,⁵⁹ and the APO will include the form in the loan agreement.
- (c) Reclamation will only make exhibition loans to museums and educational facilities in "good" condition⁶⁰ that have appropriate conservation measures in place, as well as security and staffing, to protect and preserve exhibited objects. The CPO, with the APO providing approval, as appropriate, will individually evaluate loans of museum property to other facilities, such as Reclamation Offices or the Department Main Interior Building.
- (d) The APO may grant approval for research and conservation loans to support scientific research or identification, conservation, professional photography, and similar needs, to qualified organizations. If the researcher works to identify field-generated archaeological or paleontological collections for the purpose of documenting them appropriately in ICMS/MCMS, at a minimum the APO will document the field-generated items in a field specimen inventory and then

⁵⁸ DOI Museum Property Directive 17 *Working with Non-Bureau Facilities and Repositories to Manage DOI Museum Collections*: https://edit.doi.gov/sites/doi.gov/files/uploads/doi_museum_property_directive_17.pdf

⁵⁹ DOI Museum Property Directive 23 *Short-term Outgoing Loans of Museum Collections*, Form DI-3220 *Notice of Potential Hazard in Museum Collections* <https://edit.doi.gov/museum/policy/Museum-Directives>

⁶⁰ DOI Museum Property Directive 14 *Facility Checklist for Spaces Housing DOI Museum Property*: https://edit.doi.gov/sites/doi.opengov.ibmcloud.com/files/uploads/Dir%2014_DOI%20Checklist%20directive%20final%20signed.pdf

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electronically recorded in ICMS/MCMS. All research and conservation loans will not exceed 3 years in duration.

- (e) Ceremonial/religious loans are used to support Native American tribes' needs as particular items are important for ceremonies. The APO may grant approval for loans of ceremonial/religious items to support Native American tribes. The APO may allow circumstances that would not normally be allowed with loans, such as physical use of an item. Reclamation staff will work closely with the specific tribe requesting items to accommodate such requests while still preserving and protecting the items.
- (2) Incoming loans give Reclamation temporary custody, not title, to borrowed items and the APO will document the loan with a formal, legal, incoming loan agreement transferring custody for a specific time period and specifies terms and conditions. Prior to physically receiving an item coming in on loan, the APO will approve the incoming loan. The APO will appropriately document the borrowed items as loans in ICMS/MCMS and ensure the loan agreement prohibits reloan of incoming loan items to other persons or institutions.
- (a) All staff will treat education and exhibition incoming loans with the same care and protection afforded Reclamation museum property. Reclamation facilities will implement appropriate conservation measures, as well as security and staffing, to protect and preserve the borrowed items.
 - (b) The APO may approve research and conservation loans to support scientific research or identification, or similar needs. Reclamation will not perform destructive analysis nor undertake any alteration, restoration, or repair without the express written authorization of the lender. All research and conservation loans will not exceed 3 years in duration.

13. **Insurance.** Insurance protects museum property against loss, damage, and other threats. Although the Department has limited ability to provide insurance,⁶¹ the APO will assure that appropriate self-insurance or direct “all risk” art insurance, covers all Reclamation museum property. APOs will be knowledgeable concerning the Department solicitor opinion *Insuring Collections* as provided to the Interior Museum Program in 2017 to guide bureaus in addressing insurance needs.

14. **NAGPRA.** NAGPRA addresses Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony and was signed into law on November 16, 1990. Generally, management of NAGPRA items recovered prior to November 16, 1990, have

⁶¹ DOI Museum Property Directive 23 (see 1.8(F)) *Short-term Outgoing Loans of Museum Property*: https://edit.doi.gov/sites/doi.gov/files/uploads/dir_23_outgoing_loans.pdf

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different regulatory⁶² requirements than management of NAGPRA items recovered after that date. The RM Delegations of Authority⁶³ delegate all NAGPRA responsibilities for Reclamation facilities and non-bureau facilities holding Reclamation NAGPRA and potential NAGPRA items.

- A. Offices with NAGPRA items requiring Federal Register notices will coordinate with the National Curator as well as Reclamation's Federal Register Liaison prior to submitting any draft notices to the Department's National NAGPRA Program office.
- B. All NAGPRA items, or potential NAGPRA items, that came under Reclamation's legal control on or before November 16, 1990, that are accessioned Reclamation museum property are considered controlled property. NAGPRA items that are not accessioned are considered sensitive property. Reclamation requires annual inventories for controlled museum property and sensitive property.⁶⁴
- C. All NAGPRA items, or potential NAGPRA items, that have come under Reclamation's legal control after November 16, 1990, will not be accessioned as Reclamation museum property and are considered sensitive property. Reclamation requires annual inventories sensitive property.⁶⁵
- D. All NAGPRA items, or potential NAGPRA items, for which cultural affiliation has been determined can only be part of an exhibition, loan, or research project after consultation with and written approval from either lineal descendant(s) or the affiliated tribe(s) and written permission by the RAO, with concurrence from the regional museum property committee. All NAGPRA items, or potential NAGPRA items, for which cultural affiliation has not been determined will not be part of an exhibition, loan, or research project without written permission by the RAO, with concurrence from the regional museum property committee. The MPWS will provide a review of the appropriateness of the proposed activities, if requested. At no time will human remains be approved for exhibition.
- E. The RAO, with concurrence from the regional museum property committee, will individually consider and approve all requests in writing for reproductions of potential NAGPRA items, except for human remains on the merits of the proposed

⁶² Native American Graves Protection and Repatriation Regulations, 43 CFR 10: https://www.ecfr.gov/cgi-bin/text-idx?SID=913a018b2e6e6b978b0040e805b8e6fe&tpl=/ecfrbrowse/Title43/43cfr10_main_02.tpl

⁶² Reclamation Manual *Delegations of Authority*: <https://www.usbr.gov/recman/delegationsofauthority.html>

⁶⁴ DOI Interior Museum Program, Directive 21 *Inventory of Museum Collections*:

<https://edit.doi.gov/sites/doi.gov/files/migrated/museum/policy/upload/Dir-21-Collection-Inventory.pdf>

⁶⁵ RSFMR, Part 60, Subpart 114S-60.302 Inventory Frequency and Methods:

https://doimsp.sharepoint.com/sites/bor-test-property-one-stop-shop/Shared%20Documents/60-300_RPMC%2018-03.mht?CT=1598909507153&OR=ItemsView

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project, tribal engagement, and tribal consultation. The MPWS will provide a review of the appropriateness of the proposed activity, if requested.

- F. For all NAGPRA items, Reclamation will work with consulting tribes to facilitate prompt repatriation or disposition.

15. **Human Remains Not of Native American Descent.** Management of human remains not of Native American descent are not subject to NAGPRA. Accessioned human remains not of Native American descent are considered controlled property, and those that are not accessioned are considered sensitive property. At no time will human remains be approved for exhibition. The APO is responsible for inventories at Reclamation facilities and non-bureau facilities for human remains not of Native American descent.

16. **Definitions.**

- A. **Accessioning.** The acquisition of one or more objects in a single transaction in the same manner, from one source, and at one time. The resulting documentation is a permanent accession record.
- B. **Accession Number.** A unique identification number sequentially assigned when accessioning within an Office's museum collection.
- C. **Administrative Office Space.** A non-museum location in which people within an organization conduct business, including education, and where museum objects are present but are not central to the location's purpose (e.g., office, conference or meeting room, hallway, classroom, or reception area).
- D. **Archaeological Collections.** Include material remains (e.g., artifacts, objects, specimens, and other physical evidence) that are systematically recovered under a permitted project from Reclamation land in connection with efforts to locate, evaluate, document, study, preserve, or recover a prehistoric or historic resource of past human life.
- E. **Artwork.** Includes, but is not limited to, paintings, prints and drawings, sculptures, antiques, or tapestries.
- F. **Associated Records.** All documentation (paper and multimedia) generated by the activity of collecting and analyzing museum property, including controlled and sensitive property that may not be accessioned. Some records such as field notes, field inventories, and oral histories can be originals that are prepared as a result of fieldwork, analysis, or report preparation. Other records such as deeds, survey plats, historical maps, and diaries can be copies of original public or archival documents that are assembled and studied as a result of historical research. Classes of associated records include, but are not limited to:

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- (1) records relating to the identification, evaluation, documentation, study, preservation, or recovery of a resource (e.g., site forms, field catalogs, field notes, drawings, maps, photographs, slides, negatives, films, video or audio cassette tapes, digital video discs, oral histories, artifact inventories, laboratory catalogs and reports, computer cards and tapes, computer disks and drives, printouts of computerized data, manuscripts, reports, and accession, catalog, and inventory records),
 - (2) records relating to the identification of a resource using remote sensing methods and equipment (e.g., satellite and aerial photography and imagery, side scan sonar, magnetometers, sub-bottom profilers, radar, and fathometers),
 - (3) public records essential to understanding the resource (e.g., deeds, survey plats, military and census records, birth, marriage, and death certificates, immigration and naturalization papers, tax forms, and reports),
 - (4) archival records essential to understanding the resource (e.g., historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs, and receipts), and
 - (5) administrative records relating to the survey, excavation, or other study of the resource (e.g., statements of work, requests for proposals, research proposals, contracts, permits, reports, documents relating to compliance with Section 106 of the NHPA, and National Register of Historic Places nomination forms, and determination of eligibility documentation).
- G. **Bequest.** A voluntary transfer of property under a documented Last Will and Testament that takes effect upon the death of the individual, as distinct from a gift, which is given during the life of the donor.
- H. **Biological Collections.** Collections including botanical specimens; environmental samples to document baseline environmental data (e.g., water, soil, or air quality); and zoological collections including prepared biological specimens, type specimens (basis for the original descriptions of species and subspecies), voucher specimens (document research activities and results), and wildlife mounts systematically recovered under permitted projects from Reclamation lands.
- I. **Cataloging.** The action of identifying and documenting physical description, condition, provenience, and other pertinent information to facilitate physical and intellectual access to item(s) and the collections.
- J. **Catalog Number.** A unique identification number sequentially assigned to an item or group of items within an Office's museum collection.

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- K. **Certificate of Inventory.** An official form assuring accountability of museum property items.
- L. **Collectible Heritage Assets.** A subgroup of heritage assets reportable under the SFFAS referring to museum property controlled by Reclamation.
- M. **Collection.** Objects, artifacts, specimens, works of art, photographic images, documents, media works, and their associated information, or certain compilations of data that act as proxy for items that cannot be physically collected, which are acquired with purpose, maintained in an orderly manner, and managed in the public trust for the purposes of research, documentation, exhibition, and education. Collections can be composed of an individual item, in the form of an individual sample, specimen, object, artifact, or archival holding.
- N. **Completeness.** The state of an object's fragmentary or whole nature based on the percentage of the object that is present and whole, identified as complete, incomplete, or fragment. Completeness of an object is not to be confused with the condition of an object. See Condition Assessment, Item-Level.
- O. **Condition Assessment, Facility-Level.** See Facility Checklist.
- P. **Condition Assessment, Item-Level.** The individual state of an object regarding its appearance, quality, or working order, scored as good, fair, or poor.⁶⁶
- Q. **Consumptive Use.** See Destructive Analysis.
- R. **Control.** Having a legal interest in an object sufficient to lawfully permit Reclamation to treat the item as part of its collection whether the items are in the physical custody of Reclamation or not.
- S. **Controlled Property.** An object or group of objects that is especially sensitive; has high intrinsic or scientific value; is especially vulnerable to theft, loss, or damage; is valued at or above \$5,000; is a museum firearm; or is a short-term, incoming loan (for inventory purposes only).
- T. **Curatorial Services.** Professional cataloging and processing of museum property and associated records provided by a contractor or non-bureau repository under written agreement for a fee.
- U. **Custody.** Having immediate care, physical possession, and responsibility for items regardless of legal control.

⁶⁶ DOI Directive 20 *Cataloging Museum Collections*:
<https://edit.doi.gov/sites/doi.gov/files/uploads/Dir%202020%20Cataloging%20Museum%20Collections%20final%20signed.pdf>

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- V. **Deaccessioning.** A single deaccession transaction occurs when one or more objects are removed from the collection in the same manner and at one time. The resulting documentation is a permanent deaccession record
- W. **Debitage.** Small pieces of stone debris that break off during the manufacturing of stone tools.
- X. **Deferred Maintenance.** Facility repairs, general upkeep, or preventative conservation work for museum property not performed when first needed or scheduled to be performed and subsequently put off or delayed to a future time.
- Y. **Destructive Analysis.** The alternation, removal, or damaging use of a museum object or parts thereof for approved, scientific research. Also referred to as consumptive use.
- Z. **Disposal.** The resulting physical action taken after a decision to deaccession.
- AA. **Ethnographic Collections.** Collections including objects (e.g., basketry, pottery, rugs, jewelry, or other cultural materials) associated with the study and systematic recording of cultural or traditional lifeways of human cultures.
- BB. **Facility.**⁶⁷ A building, administrative unit, or partner repository that has space(s) dedicated to the display, exhibition, study, and/or storage of museum property.
- CC. **Facility Checklist.** Reclamation uses the Department's Facility Checklist and scoring system of good, fair, or poor as the instrument to evaluate applicable standards at Reclamation and non-bureau repositories.
- DD. **Field Catalog.** A comprehensive electronic list of items that are part of a survey or excavated assemblage and organized according to a research design maintained as associated records. This listing includes items recovered during fieldwork or identified during laboratory processing (i.e., laboratory catalog).
- EE. **Geological Collections.** Collections including geophysical specimens, soils, or rock cores systematically collected under a permitted project from Reclamation land to document, study, preserve, or recover scientific data concerning the history of earth.
- FF. **Gift.** A voluntary transfer of property from one party to another without consideration.
- GG. **Heritage Assets.** Property, plant, and equipment that are unique for one or more of the following reasons: historical or natural significance; cultural, educational, or artistic importance; or significant architectural characteristics. Heritage assets consist of collectible heritage assets intended to be preserved indefinitely such as objects gathered

⁶⁷ DOI Museum Property Directives *Master Glossary*:

<https://edit.doi.gov/sites/doi.gov/files/uploads/DOI%20Directives%20Master%20Glossary%2020160301.pdf>

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and maintained for exhibit or study, and non-collectible heritage assets such as parks, memorials, monuments, structures, and buildings.

HH. **Historical Collections.** Collections including objects, multimedia, and associated records that provide evidence of previous activities and significant events that occurred or are related to a Reclamation unit, or are related to an event, person, or resource associated with a Reclamation unit and are systematically compiled.

II. **Interior Collection Management System/Museum Collections Management System (ICMS/MCMS).** The Department-mandated database for managing museum property.⁶⁸

JJ. **Item.** The minimal unit of count for a collection.

KK. **Laboratory Catalog.** See Field Catalog.

LL. **Loan.** The documented temporary transfer (both incoming and outgoing) of custody and legal responsibility of museum property to an appropriate and responsible organization (e.g., museum, institute of higher education, other governmental agency, or Reclamation unit) for the purpose of exhibition, research, curation, conservation, or other authorized uses. Loans do not constitute a change in ownership or control.

MM. **Maintenance.** The act of keeping assets (including museum property) in acceptable condition. Maintenance includes preventative maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so that it continues to provide acceptable services and achieves its expected life. Maintenance and repair exclude activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from, or significantly greater than, those originally intended. Maintenance can change the condition of the asset (i.e., museum objects or facilities).

NN. **Museum Records.** Documentation (paper and electronic) created to manage museum property (e.g., accession, deaccession, catalog, loan, and inventory records) permanently retained as official government records. Museum records are not museum property. Museum records can exist in both hard copy and born digital originals.

OO. **Museum Property.** Personal property (sensitive, non-capitalized) acquired according to a rational plan and preserved, studied, or interpreted for public benefit. A unit can have museum property even though it does not have a museum or museum space. Museum property disciplines includes archaeology, archives (including associated records), art, biology, ethnography, geology, history, and paleontology. Museum

⁶⁸ DOI Interior Museum Program Directive 18 *Interior Collection Management System*:
https://edit.doi.gov/sites/doi.gov/files/migrated/museum/policy/upload/Dir-18_Interior-Collection-Management-System.pdf

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property will fit within a unit's SOCS. Collectively, museum objects may be referred to as a museum collection or as collectible heritage assets.

- PP. **Non-Bureau Facility.** A building where Reclamation lacks both ownership and operation and maintenance responsibilities (e.g., museum, historical society, university, or research center), that houses Reclamation museum property.
- QQ. **Object.** A physical item that includes art, ethnographic, and historic materials, archaeological artifacts, archival documents and multimedia, and natural history specimens.
- RR. **Paleontological Collections.** Includes any fossilized remains, traces, or imprints of organisms, preserved in or on the earth's crust, systematically collected under a permitted project from Reclamation land and that provide information about the history of life on earth. Also known as paleontological resources.⁶⁹
- SS. **Personal Property.** All equipment, materials and supplies, and museum objects. This does not include property, which is incorporated in, or permanently affixed to, real property.⁷⁰
- TT. **Provenance.** The history of ownership and/or custody of an item.
- UU. **Provenience.** The three-dimensional geographic or spatial location where an item was collected.
- VV. **Qualified Museum Professional.** A person who possesses knowledge, experience, and demonstrable competence in museum methods and techniques appropriate to the nature and content of the museum property under the person's management and care, and commensurate with the person's duties and responsibilities. This person may be a curator, museum specialist, archaeologist, historian, cultural resources management professional, or similarly trained individual.
- WW. **Reclamation Facility.** A building or structure owned by Reclamation and operated and maintained by Reclamation or another entity for use by Reclamation.
- XX. **Reference Collections.** See Working Collections
- YY. **Regional or National Significance.** Applies to an accession or deaccession action if the action sets a precedent for Reclamation or the region, the action significantly

⁶⁹ Public Law 111-11, Title VI, Subtitle D; 16 U.S.C. 470aaa. *Paleontological Resources Preservation Act (PRPA)*: <https://www.govinfo.gov/content/pkg/PLAW-111publ11/pdf/PLAW-111publ11.pdf>

⁷⁰ DOI Office of Acquisition and Property Management, *Personal Property Administration*, Section 114-60.1: https://www.doi.gov/pam/programs/property_management/Personal-Property-Administration#bullet2

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impacts the management of the region's museum property program, or the action has political implications.

ZZ. Reviewing Authority Officer (RAO). The position one organizational level higher than the APO.⁷¹

AAA. Scope of Collections Statement (SOCS). 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 a bureau 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 will relate. A SOCS will also consider the uses of a collection.

BBB. Sensitive Property. Property, including non-accessioned NAGPRA items, that are system-controlled, regardless of value, by detailed accountability records and requires annual inventories.

CCC. Title. Legal ownership of property under which the owner has a bundle of rights to the property, including the right to possess the property, control and exclude others' use of the property, and dispose of the property. The legal owner can also convey permission to or license others to use any or all of these rights and both can financially benefit from doing so.

DDD. Unit. A bureau organizational entity, such as a Reclamation area office or field office.

EEE. Working Collections. The organic or inorganic specimens and items maintained by Reclamation not intended for long-term preservation and care as museum property due to their expendable nature.

17. Review Period. The originating office will review this release every 4 years.

⁷¹ Reclamation Supplement to Federal Property Management Regulations, Part 60 Property Accountability, Subpart 114S-60.100(aa) Personal Property Administration: <https://www.usbr.gov/recman/FPMR/60-100.html>

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: _____