

Reclamation Manual

Directives and Standards

Subject: Museum Records

Purpose: This Directive and Standard (D&S) establishes the requirement for management of the Bureau of Reclamation's museum records, which document museum property data and collection management information in electronic and paper formats. The benefits of this D&S include consolidation and standardization of data, and improved accountability and tracking of museum property data and collection management information.

Authority: Records Management by Federal Agencies (44 U.S.C. 3101 et seq.); Freedom of Information Act of 1966 (5 U.S.C. 552); Disposal of Records, as amended (44 U.S.C. 3301 et seq.); Preservation, Arrangement, Duplication, Exhibition of Records, as amended (44 U.S.C. 2109); Copyright Act of 1976 (17 U.S.C. 101 et seq.); Paperwork Reduction Act of 1980 (44 U.S.C. 3501 et seq.); Government Paperwork Elimination Act (Pub. L. 105-277); Federal Records, General (36 CFR part 1220); Creation and Maintenance of Federal Records (36 CFR part 1222); Loan of Permanent and Unscheduled Records (36 CFR part 1228); Transfer of Records from the Custody of One Executive Agency to Another (36 CFR part 1231); Transfer of Records to Records Storage Facilities (36 CFR part 1232); Facility Standards for Records Storage Facilities (36 CFR part 1234); Electronic Records Management (36 CFR part 1236); Records Management, Departmental Manual (DM), Part 380, *Records Management*; 411 DM, *Identifying and Managing Museum Property*; and Department Museum Property Directives (Directives).

Approving Official: Director, Mission Assurance and Protection Organization (MAPO)

Contact: Environmental Compliance Division (84-53000)

1. **Introduction.** Reclamation controls and maintains records of museum property data and collection management information on behalf of the United States Government. These records, known as museum records, are official records created by museum property Custodial Property Officers (CPO) and verified by their respective Accountable Property Officer (APO) to manage museum property (e.g., accession, catalog, deaccession, inventory, and loan records). The Interior Collections Management System (ICMS) is designated the mandatory collection management system for museum property, as directed by the Department's Office of Acquisition and Property Management (PAM), and its use is required of all bureaus. Data maintained in ICMS is used to fulfill mandatory reporting requirements.
2. **Applicability.** This D&S applies to all Reclamation employees with museum property responsibilities.

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3. **ICMS Standards.** Responsibility for documenting and maintaining all unit accession, conservation, catalog, deaccession, exhibition, inventory, loan and other data in ICMS is the responsibility of the CPO assigned to manage that unit's museum property.
 - A. **Data Fields.** All museum property activities (i.e., accession, catalog, inventory, loans, etc.) will have entries by the CPO in the mandatory data fields required under the Directives. If an entry is not provided by the CPO for all mandatory and required data fields within an ICMS record, the record will be saved in a draft status and will be excluded from the collection management report function in ICMS, resulting in inaccurate reporting for that unit. For accurate reporting, a CPO will assure that there are no draft records for their respective museum property records between October 1st and October 31st annually.
 - B. **Required Modules.** The following modules must be used by the CPO to record information related to Reclamation's museum property: Accessions, Conservation, Catalog Records, Exhibitions, Loans In, and Loans Out.
 - C. **Password Complexity.** All users of ICMS must adhere to the current direction provided by Reclamation's Director, Information Resources Office (IRO) Information Management Group regarding the complexity requirements for passwords for all computer and server systems.
4. **Museum Records.** Museum records must be maintained by CPOs on Reclamation's server version of ICMS, which is the official version for reporting and accountability purposes. It is the responsibility of each CPO, with verification by their APO, to ensure the data in ICMS is current and accurate. The required updates include the following:
 - A. The Inventory module for random samples, controlled property, and accessioned property must be utilized by the CPO for museum property for which they are accountable no later than September 30th annually.
 - B. Data must be updated by the CPO in ICMS by September 30th annually for reporting.
 - C. All data that currently exists in systems or electronic formats other than Reclamation's server version of ICMS should have been entered by the CPO, and verified by the respective APO, into Reclamation's server version of ICMS by September 30, 2019. This includes data for museum property housed in Reclamation and non-Reclamation repository facilities. For new collections, or newly discovered museum property collections, the CPO shall enter accession data into ICMS no later than one year, and catalog data into ICMS no later than three years, after the new collection has been identified as under Reclamation's control.

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5. **Use of ICMS in Repository Facilities.**
 - A. **Reclamation Repositories.** CPOs for Reclamation repositories are required to use ICMS to manage Reclamation's museum property.
 - B. **Non-Reclamation Repositories.** Non-Reclamation repositories are not required to use ICMS to manage Reclamation's museum property, unless directed in an agreement between Reclamation and the repository. However, all Reclamation museum property data generated by non-Reclamation repositories housing Reclamation museum property must be entered into Reclamation's server version of ICMS by the CPO.
6. **Museum Records Standards.** Museum records, in all formats, are official records and must be maintained by CPOs according to official Records Retention Schedules as managed by IRO. ICMS is the mandatory collection management system. CPOs must retain paper museum records indefinitely using archival-quality materials and standards; these records shall also be digitally scanned and uploaded to ICMS. CPOs must assure redundancy of paper museum records by retaining two copies of these official records, with one copy uploaded to ICMS. Original museum records for museum property that is deaccessioned must be retained indefinitely, and a copy of the museum records must be provided to the recipient of the deaccessioned property, if applicable. The CPO shall assure that access to sensitive data is restricted.
7. **Museum Property Forms.** The modules in ICMS contain forms for use in managing Reclamation's museum property. When utilizing ICMS, use only the forms labeled for Reclamation or for the Department. These forms become official records once populated with data. When possible, electronic forms and signatures shall be used to conduct official government business.
8. **Museum Property Reporting.** Data entered into ICMS will be used by the CPO, APO and National Curator to fulfill audit and performance measure reporting.
9. **Agreements.** The following statement, or a similar version, must be included by the CPO in all memorandum and contractual agreements with non-Reclamation repositories which have agreed to use ICMS for the management of Reclamation's museum property: *The [repository] must use the Interior Collection Management System (ICMS) to manage Reclamation's museum property and will comply with Departmental Manual (DM) Part 411, Identifying and Managing Museum Property, and accompanying DOI Museum Property Directives. [Repository] shall provide no less than annual ICMS data updates to Reclamation [contact name/title] in [file format] by [date].*
10. **Definitions.** These can be found in LND 02-02.
11. **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: _____