

Figure 5: Specialist Review Checklist for Proposed Accessions

Does the proposed accession fit within the park's Scope of Collection Statement?	YES ☐ NO ☐
Is the item essential to fulfilling the park's mission?	YES ☐ NO ☐
Will the item enhance interpretation at the site?	YES ☐ NO ☐
Is the proposed accession original to the site?	YES ☐ NO ☐
Does the park's enabling legislation require it to preserve and maintain certain types of objects and archives?	YES ☐ NO ☐
Does the item add information about the collection that would be of value for research and education?	YES ☐ NO ☐
Does the park have space available in museum storage?	YES ☐ NO ☐
Does the park have staffing and funds to manage the accession according to NPS museum standards?	YES ☐ NO ☐
Are there many similar items already accessioned and maintained as museum property?	YES ☐ NO ☐
Is the proposed accession currently in good condition? (Consider completeness, damage, inherent vice, conservation needs, etc.)	YES ☐ NO ☐
Does the item have well documented and authentic provenance?	YES ☐ NO ☐
Does the proposed accession come with clear copyright? (no restrictions)	YES ☐ NO ☐
Did the source of the proposed accession acquire the object legally, and is there clear title?	YES ☐ NO ☐
Is the item better suited to another collecting institution that would make it accessible to the NPS and the public?	YES ☐ NO ☐
Is the item hazardous or made of potentially hazardous materials? (e.g., asbestos, uranium, live gunpowder, black mold, arsenic or other pesticide residues, flammable cellulose acetate or cellulose nitrate film and negatives, medical objects, drugs, chemicals)	YES ☐ NO ☐
Has an archives appraisal been conducted by an archivist and the report reviewed?	YES ☐ NO ☐
Are electronic records or analog media stored in a format that the park has the ability and technology (hardware and software) to access, manage, and preserve?	YES ☐ NO ☐
If electronic records are likely to contain sensitive or restricted information (such as PII or archeological/paleontological site information), does the park have the capacity to identify and remove, redact, or restrict the information appropriately?	YES ☐ NO ☐