

Figure 5: Specialist Review Checklist for Proposed Accessions

Does the proposed accession fit within the park’s Scope of Collection Statement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the item essential to fulfilling the park’s mission?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will the item enhance interpretation at the site?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the proposed accession original to the site?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the park’s enabling legislation require it to preserve and maintain certain types of objects and archives?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the item add information about the collection that would be of value for research and education?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the park have space available in museum storage?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the park have staffing and funds to manage the accession according to NPS museum standards?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there many similar items already accessioned and maintained as museum property?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the proposed accession currently in good condition? (Consider completeness, damage, inherent vice, conservation needs, etc.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the item have well documented and authentic provenance?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the proposed accession come with clear copyright? (no restrictions)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Did the source of the proposed accession acquire the object legally, and is there clear title?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the item better suited to another collecting institution that would make it accessible to the NPS and the public?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>
Has an archives appraisal been conducted by an archivist and the report reviewed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>