

APPENDIX A: MANDATES AND STANDARDS FOR NPS MUSEUM COLLECTIONS

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APPENDIX A: MANDATES AND STANDARDS FOR NPS MUSEUM COLLECTIONS

A.1 Overview

A.1.1 *In this appendix you will find information on:*

- appropriate laws, regulations, and conventions related to NPS museum collections
- governmentwide and Departmental standards related to NPS museum collections
- NPS Management Policies and Director’s Orders for museum collections

A.1.2 *Title 54 of the United States Code:*

The general laws regarding the National Park Service were compiled December 19, 2014, in 54 USC National Park Service and Related Programs.

A.2 Laws, Regulations, and Conventions – NPS Cultural Collections

A.2.1 *Laws related to NPS cultural collections*

These laws provide the legal mandates for NPS management of museum collections.

- Act for the Preservation of American Antiquities, June 8, 1906 (“The Antiquities Act”) (54 USC §§ 320301-320303 and 18 USC § 1866 (b)):
 - authorizes the President to declare national monuments to protect sites and objects
 - authorizes federal departments to grant permits for survey and excavation and to enforce protection of archeological sites and objects under their jurisdiction
 - requires that excavated materials be permanently preserved in public museums
- Organic Act of 1916 (54 USC § 100101 and 54 USC §§ 100301-100302):
 - authorizes the creation of the National Park Service
 - states that the mission of the NPS is “...to conserve the scenery, natural and historic objects...and to provide for the enjoyment of the scenery, natural and historic objects ...in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.”
- Historic Sites Act of 1935 (54 USC §§ 320101-320106 and 54 USC §§ 102303-102304 and 54 USC § 309101) authorizes the Secretary of the Interior through NPS:
 - to preserve and maintain objects of national historical or archeological significance

- to establish and maintain museums
- Museum Properties Management Act of 1955, as amended (54 USC §§ 102501-102504) authorizes the Secretary of the Interior through NPS:
 - to acquire collections through donation, bequest, and purchase and through transfer from other federal agencies
 - to exchange collections
 - to accept and make loans of museum collections
 - to deaccession collections by transfer to qualified federal agencies, conveyance (donation) to qualified tax-exempt private institutions and non-federal governmental agencies, and destruction

See Figure A.5.1 for the complete text of this law.

- Reservoir Salvage Act of 1960, as amended (54 USC §§ 312504-312506):

provides for the recovery and preservation of “historical and archeological data (including relics and specimens)” that might be lost or destroyed as a result of the construction of dams and reservoirs.
- Archeological and Historic Preservation Act of 1974 (54 USC §§ 312501-312508):

extends the application of the Reservoir Salvage Act of 1960 to recover and preserve “historical and archeological data (including relics and specimens)” that might be lost or destroyed as a result of any federal construction project or federally-licensed activity or program.
- National Historic Preservation Act of 1966, as amended (54 USC § 300101 et seq.):

directs the Secretary of the Interior to issue regulations that ensure that significant prehistoric and historic artifacts, and associated records, subject to Section 110 of this Act, the Reservoir Salvage Act (as amended), and the Archaeological Resources Protection Act are deposited in an institution with adequate long-term curatorial capabilities.
- Archaeological Resources Protection Act of 1979 (ARPA) (16 USC § 470 aa-mm):
 - defines archeological resources as any material remains of human life or activities that are at least 100 years of age, and which are capable of providing scientific or humanistic understandings of past human behavior, cultural adaptation, and related topics through the application of scientific or scholarly techniques

- requires that a permit be obtained before conducting archeological studies on public and Indian lands
 - requires that information on the nature and location of resources on public and Indian lands remains confidential if its release may harm the resources
 - establishes civil and criminal penalties for the excavation, removal, or damage of resources on public and Indian lands without a permit (materials lawfully acquired prior to the passage of the law are not subject to the penalties)
 - requires that materials excavated from public lands and Indian lands and associated records be preserved in a suitable repository
 - gives the Secretary of the Interior authority to issue regulations for the proper curation of federally-owned and administered archeological collections
- American Indian Religious Freedom Act of 1978 (42 USC § 1996):

reaffirms the constitutional right of “freedom to believe, express, and exercise the traditional religions of the American Indian, Eskimo, Aleut, and Native Hawaiians, including but not limited to access to sites, use, and possession of sacred objects, and the freedom to worship through ceremonials and traditional rites”

- Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 USC §§ 3001-13); 104 Stat. 3048-3058:
 - states that lineal descendants or culturally affiliated Indian tribes or Native Hawaiian Organizations may claim ownership or control of Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony that are excavated or discovered on federal or tribal lands after passage of the law
 - establishes criminal penalties for trafficking in remains or objects obtained in violation of the law
 - requires federal agencies and museums that receive federal funding to inventory Native American human remains and associated funerary objects in their possession or control and identify their cultural and geographical affiliations within 5 years
 - requires federal agencies and museums that receive federal funding to prepare summaries of information about Native American unassociated funerary objects, sacred objects, or objects of cultural patrimony within 3 years

Note: The inventories and summaries provide for repatriation of items when lineal descendants or Native American groups request it.

- National Parks Omnibus Management Act of 1998 (54 USC § 100707 et seq.) Sec. 5937:
 - establishes the confidentiality of sensitive information regarding certain types of museum objects and other resources
 - mandates a program of inventory and monitoring for NPS resources
 - allows the withholding of information (in response to a Freedom of Information Act request) on the nature and specific location of resources (specimens) that are endangered, threatened, rare, or commercially valuable, mineral or paleontological, and of objects of cultural patrimony
- 44 USC § 2107 (a) (2) Acceptance of records for historical preservation:

direct and effect the transfer of records of a Federal agency determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government to the National Archives of the United States, as soon as practicable, and at a time mutually agreed upon by the Archivist and the head of that Federal agency not later than thirty years after such records were created or received by that agency, unless the head of such agency has certified in writing to the Archivist that such records must be retained in the custody of such agency for use in the conduct of the regular business of the agency

A.2.2 Regulations related to NPS cultural collections

The following regulations include major requirements for NPS museum collections management. Many other regulations may apply in specific situations.

- 43 CFR Part 3 “Preservation of American Antiquities” (implementing regulations for the Antiquities Act) (§§ 3.1- 3.17):
 - authorizes federal land managers to seize materials recovered illegally from archeological resources located on federal lands (§ 3.16)
 - directs federal land managers to dispose of seized materials by depositing them in the proper national depository or by other means (§ 3.16)
 - requires that every collection recovered under the Antiquities Act be preserved in the public museum designated in the Antiquities Act permit, and be accessible to the public (§ 3.17)
 - states that the Secretary of the Smithsonian Institution must approve in writing the removal (deaccession) of an Antiquities Act collection (§ 3.17)
 - mandates that deaccessioned Antiquities Act collections must be transferred to another public museum (§ 3.17)

- requires that an Antiquities Act collection revert to the national collections whenever a museum holding such collections ceases to exist (§ 3.17)
- 43 CFR Part 7 “Protection of Archeological Resources: Uniform Regulations” (§§ 7.1-7.21):
 - requires that repositories proposed by ARPA permit applicants to certify in writing their willingness to assume curatorial responsibility for the collections
 - requires that, for resources located on public lands, repositories must certify that they will safeguard and preserve the collections as property of the United States
 - requires that ARPA permit applicants certify that, not later than 90 days after the final report is submitted to the federal land manager, the collections will be delivered to the repository named in the ARPA permit
 - requires that federal land managers specify in ARPA permits the name of the repository in which collections are to be deposited
 - states that archeological resources excavated or removed from public lands remain the property of the United States
 - states that archeological resources excavated or removed from Indian lands remain the property of the Indian or Indian tribe having rights of ownership over such resources
 - authorizes the Secretary of the Interior to issue regulations for the curation of federally-owned and administered collections. In the absence of such regulations federal land managers are authorized to provide for the exchange of collections among suitable repositories
 - restates the confidentiality requirement specified in ARPA
- 36 CFR Part 79 “Curation of Federally-Owned and Administered Archeological Collections”

(§§ 79.1-79.11):

- states the responsibilities of federal agencies to manage and preserve collections
- identifies methods for federal agencies to use to secure and fund curatorial services
- states terms and conditions for federal agencies to include in contracts, memoranda, agreements, and other written instruments with repositories for curatorial services
- establishes standards for federal agencies to use to determine when a repository has the capability to provide long-term curatorial services

- provides guidelines for collections use
 - specifies procedures and guidelines for conducting periodic inspections and inventories of collections
- 6 CFR (§ 1235.12) “When must agencies transfer records to the National Archives of the United States?”

Permanent records must be transferred to the National Archives of the United States when:

- (a) the records are eligible for transfer based on the transfer date specified in a NARA-approved records schedule, or
 - (b) the records have been in existence for more than 30 years
- 6 CFR (§ 1235.14) “May agencies retain records for the conduct of regular agency business after they are eligible for transfer?”

Agencies may retain records longer than specified on a records disposition schedule only with written approval from NARA.

A.2.3 International Conventions related to NPS cultural collections

The following international convention applies to NPS cultural collections.

- 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97-446 in 1983, 19 USC § 2601). Signatory nations agree to work to prevent the import of and trade in archeological and ethnographic materials (when requested) and in stolen cultural collections. This convention:
 - was ratified by the United States and 140 other nations as of 2021
 - provides protection for archeological and ethnographic materials when the home nation requests that other signatories not import these materials. (As of 2000, Bolivia, Cambodia, Canada, Cyprus, El Salvador, Guatemala, Mali, and Peru have had such requests approved.)
 - provides protection for stolen property, including cultural and natural history collections, that have been taken from a museum or public institution (including churches, monuments, and archeological sites). To be covered, the materials must have been previously inventoried as part of the institution’s collection.

- exempts objects imported for temporary exhibits

Note: The Convention is enforced in the United States by the Art Crime Team, Federal Bureau of Investigation.

A.3 Laws, Regulations, and Conventions – NPS Natural History Collections

A.3.1 Laws related to NPS natural history collections

These laws relate to NPS natural history collections.

- Lacey Act (16 USC §§ 3371-3378):
 - makes the violation of any state, federal, or foreign wildlife law a federal offense
 - prohibits trade in wildlife, fish, and plants that have been illegally taken, possessed, transported or sold
 - places stipulations on the importing and labeling of wildlife and their parts
 - poses complex problems for museums in relation to the acquisition and deaccession of wildlife materials and the sale of wildlife materials in museum shops because it is hard to prove the legal history of such pieces
 - requires proof of intentional violation for enforcement, but ignorance of the relevant state, federal, or foreign statutes is not excusable
- Migratory Bird Treaty Act of 1918 (16 USC §§ 703-711):
 - protects birds flying between the United States, Great Britain, Canada, Mexico, Japan, and Russia
 - covers all wild, native birds not legally hunted by state law
 - clarifies that some non-native species may be covered by state law and, therefore, by the Lacey Act
 - makes it illegal to kill, capture, collect, possess, buy, sell, ship, import, or export listed species including their parts, nests, and eggs
 - allows museums and non-commercial institutions to get permits for legal possession, collection, and transportation of objects, but permits impose extensive record-keeping requirements

- states that only museums and other specified institutions can purchase any protected bird or part thereof, and the seller must possess a federal permit for a legal sale
- Bald Eagle and Golden Eagle Protection Act (16 USC § 668a):
 - prohibits taking, buying, selling, trading, possession, importation or exportation of eagles or their parts, nests, eggs, or products made of them
 - authorizes permits for taking, possessing, and transporting eagles and their parts for scientific, exhibition, and Native American religious purposes
 - exempts possession and transportation of eagles held prior to the law
 - requires permits for any materials acquired by museums after the law was established
- Marine Mammal Protection Act of 1972 (16 USC §§ 1361-1407):
 - places a moratorium on the killing of marine mammals by United States citizens
 - restricts the possession, sale, purchase, importation, or transportation of the animals and their products and parts
 - requires permits for exhibiting marine mammals and their parts and for holding them in storage.
 - allows Native peoples to use such parts for the manufacture and sale of handcrafts as long as the sale is handled by a licensed dealer
 - exempts museums from permit requirements for pre-Act materials or to purchase legitimate handcrafts, although they should consider getting permits for all other marine mammal materials
- Endangered Species Act of 1973, as amended (16 USC §§ 1531-1544):
 - prohibits harassing, harming, or killing listed species
 - prohibits the purchase, sale, or use of listed species or parts thereof in the course of an interstate commercial activity. Intra-state transactions are allowed if pre-Act ownership can be proven.
 - doesn't apply to fossils and objects greater than 100 years old, but age must be verified
 - requires park museums to have a permit to purchase more recent objects that contain parts of endangered or threatened species

- allows gifts of endangered or threatened specimens to museums if there is proof of pre-Act ownership and if the objects have not been offered for sale since the date of this law
- allows loans or gifts between educational institutions. In such instances permits are not required, even if the objects cross state lines.

Paleontological Resources Preservation Act (PRPA) (16 USC § 470 aaa-30):

- requires a permit to collect paleontological resources from federal land
- requires paleontological resources collected from federal land to remain the property of the United States
- requires paleontological resources and copies of associated records to be preserved for the public in an approved repository and made available for scientific research and public education
- restricts release of specific locality data

3.2 Regulations related to NPS natural history collections

The following regulations apply to NPS museum collections.

- 36 CFR § 2.5 (Revision effective April 30, 1984), “Research Specimens” Section 2.5(g) states: “Specimen collection permits shall contain the following conditions:
 - Specimens placed in displays or collections will bear official National Park Service museum labels and their catalog numbers will be registered in the National Park Service National Catalog.
 - Specimens and data derived from consumed specimens will be made available to the public and reports and publications resulting from a research specimen collection permit shall be filed with the superintendent.”
- 50 CFR §§ 17.11 and 17.12, “Endangered and Threatened Wildlife and Plants.” These annually revised sections provide lists of names of all the species of wildlife and plants determined to be endangered or threatened.

A.3.3 International conventions related to NPS natural history collections

The following international convention applies to NPS natural history collections.

- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES):
 - protects endangered species of plants and animals by regulating imports and exports
 - was ratified by the United States in 1974, and by 182 other nations
 - allows for certificates of exemption for the import or export of items acquired before CITES, and for non-commercial exchange between institutions
 - is enforced in the United States by the Fish and Wildlife Service
 - includes three appendices that protect materials of varying degrees of scarcity

A.3.4 Contacts for laws, regulations, and conventions – NPS natural history collections

Direct questions relevant to the Endangered Species Act, and other laws and regulations about natural history collections to the regional curator and the regional chief of natural resources management (or equivalent).

For information on CITES and other wildlife laws, including procedures and applications for getting permits to have endangered or threatened wildlife and plants in a park's museum collection, contact:

Fish and Wildlife Service
International Affairs
Division of Management Authority
5275 Leesburg Pike
Falls Church, VA 22041

www.fws.gov/international/

A.4 Policies and Standards

A.4.1 Governmentwide and Departmental policies and standards related to NPS museum collections

The following governmentwide and departmental policies and standards apply to NPS museum collections:

- 41 CFR 101 Federal Property Management Regulations (FPMR) prescribes regulations, policies, procedures, and delegations of authority about the management of Federal property.
- Interior Property Management Regulations, *Departmental Manual* Part 410, DM 2 Personal Property Management Program (Subpart 114-60):
 - prescribes policies, procedures, and responsibilities governing the receipt, accountability, record-keeping, management, and survey of personal property in the Department of the Interior (DOI)
 - applies to all personal property acquired by all DOI bureaus and offices
 - ensures the safeguarding of government property against waste, fraud, and abuse
 - references the management of museum collections, noting exceptions to normal property procedures. These references are summarized in Figure A.2.
- *Departmental Manual* Part 411, Policy and Responsibilities for Managing Museum Property, DOI Museum Property Directives:
 - defines the types of museum property
 - establishes organizational responsibilities, policies, and standards for the preservation, protection, and documentation of museum property
 - establishes organizational responsibilities for developing plans to implement these policies and standards
 - identifies mandatory procedures, reports, and data
- *Departmental Manual* Part 517, Chapter 1, Integrated Pest Management Policy, outlines the pesticide use policy of the Department of the Interior.

The Department's policy is to:

- accomplish pest management through cost-effective means that pose the least risk to humans, natural and cultural resources, and the environment
- conduct all pest management activities in full compliance with applicable laws and other authorities
- conserve and promote beneficial organisms and natural processes that would inherently suppress potential pest populations

A.4.2 NPS Management Policies for museum collections

Excerpts from NPS *Management Policies* 2006 that are specifically relevant to museum objects are as follows (chapter and section references appear in parentheses).

Chapter 5 - Cultural Resource Management

Inventories (5.1.3.1)

“The Park Service will (1) maintain and expand the following inventories (or their successors) about cultural resources in units of the national park system, (2) enter information into appropriate related databases, and (3) develop an integrated information system.”

“National Catalog of Museum Objects, encompassing all cultural objects, archival and manuscript materials, and natural history specimens in NPS collections and the related automated version...”

NPS Research (5.1.1)

“The features of sites, landscapes, and structures will be left in place unless impracticable. Field data, objects, specimens, and features of sites and structures retrieved for preservation during cultural resource research and treatment projects, together with associated records and reports, will be managed within the park museum collection, stored in NPS or non-NPS repositories, as appropriate, including repositories maintained by partners. All collections of archeological material remains and associated records will be maintained in repositories in accordance with applicable regulations.”

Agreements (5.2.2)

“Whenever parks have cultural resources that are owned or managed by others, agreements will clarify how the resources are to be managed. Agreements will provide ways for periodically reviewing their effectiveness, making mutually agreed-upon modifications, and avoiding and resolving disagreements and disputes. All agreements will conform to the requirements of Director’s Order #20 Agreements.”

Confidentiality (5.2.3)

“Under certain circumstances and to the extent permitted by law, information about the specific location, character, nature, ownership, or acquisition of cultural resources on park lands will be withheld from public disclosure.

Under some conditions, the Service may be required by law to disclose confidential information acquired during consultations, public meetings, and other research, planning, and stewardship activities, or in association with acquisition of resources, including museum collections. Before these activities occur, NPS staff and authorized researchers will make every effort to inform affected parties that, while the information they provide will not be shared voluntarily, confidentiality cannot be guaranteed.”

Treatment of Museum Objects

Preservation (5.3.5.5.1)

“An item in a museum collection will be preserved in its present condition through ongoing preventive care if:

- that condition is satisfactory for exhibit or research; or
- another treatment is warranted but it cannot be accomplished until some future time

An item will be stabilized if:

- preventive measures are insufficient to reduce deterioration to a tolerable level; or
- the item is so fragile that it will be endangered under any circumstances.

Active conservation treatment (intervention) will be minimized to reduce the possibility of compromising the item’s integrity. All active treatment will be documented.”

Restoration (5.3.5.5.2)

“An item in a museum collection may be restored to an earlier appearance if:

- restoration is required for exhibit or research purposes;
- sufficient data about that item’s earlier appearance exist to enable its accurate restoration; and
- restoration will not modify that item’s known original character.

Restoration will be accomplished using the techniques and materials that least modify the item and so that the materials can be removed at a later time with minimal adverse effect. Restored areas will be documented and distinguishable from original material. Restoration will take into account the possible importance of preserving signs of wear, damage, former maintenance, and other historical and scientific evidence.”

Reproduction (5.3.5.5.3)

“Items needed for interpretive and educational presentations will be reproduced for such use when the originals (1) are unavailable, or (2) would be subject to undue deterioration or loss, or (3) are otherwise inappropriate for exhibit. If an object is inappropriate for exhibit because of its religious or spiritual significance to a traditionally associated people, it will be reproduced only after consultation with such people.”

Acquisition, Management, Disposition, and Use (5.3.5.5.4)

“Collections and related documentation essential to achieving the purposes and objectives of parks will be acquired and maintained in accordance with approved scope of collection statements for each park. When museum objects, specimens, or archival documents become available and fall within a park’s approved scope of collection statement, every reasonable effort will be made to acquire them if they can be managed and made accessible according to NPS standards.

Archeological objects systematically collected in a park, and natural history specimens systematically collected in a park for exhibit or permanent retention, will be managed as part of the park’s museum collection. The management and care of museum collections will be addressed at all appropriate levels of planning. Requisite levels of care will be established through the interdisciplinary efforts of qualified professionals.

Museum collections will be acquired and disposed of in conformance with legal authorizations and current NPS procedures. The National Park Service will acquire only collections having legal and ethical pedigrees. Each park will maintain complete and current accession records to establish the basis for legal custody of the collections in its possession, including intellectual property rights when acquired. Each park will prepare museum catalog records to record basic property management data and other documentary information about the park’s museum collection. Collections will be inventoried in accordance with current procedures. Archeological, cultural landscape, ethnographic, historic and prehistoric structure, historic furnishings, natural resource, and other projects that generate collections for parks will provide for cataloging and initial preservation of those collections in the project budget.

The Service may cooperate with qualified entities in the management, use, and exhibition of museum collections, and may loan items to or borrow items from such entities for approved purposes. The Service may deaccession items using means authorized in the Museum Act and the Native American Graves Protection and Repatriation Act.

Interested person will be permitted to inspect and study NPS museum collections and records in accordance with standards for the preservation and use of collections, and subject to laws and policies regarding the confidentiality of resource data. At-cost copies of documents may be provided.”

Historic Furnishings (5.3.5.5.5)

“When historic furnishings are present in their original arrangement in a historic structure, every effort will be made to preserve them as an entity. Such historic furnishings will not be moved or replaced unless required for their protection or repair or unless the structure is designated for another use in an approved planning document. The original arrangement of historic furnishings will be properly documented. A structure may be refurnished in whole or in part if:

- all changes after the proposed refurnishing period have been professionally evaluated, and their significance has been fully considered;

- a planning process has demonstrated that refurnishing is essential to public understanding of the park’s cultural associations; and
- sufficient evidence of the design and placement of the structure’s furnishings exists to enable its accurate refurnishing without reliance on evidence from comparable structures.

Generalized representations of typical interiors will not be attempted except in exhibit contexts that make their representative nature obvious. Reproductions may be used in place of historic furnishings, but only when photographic evidence or prototypes exist to ensure the accurate recreation of historic pieces.”

Archives and Manuscripts (5.3.5.5.6)

“Archival and manuscript collections are museum collections; they will be preserved, arranged, cataloged, and described in finding aids. They will be maintained and used in ways that preserve the collections and their context (provenance and original order) intact while providing controlled access. With few legal exemptions, the Park Service will make archives and manuscripts available to researchers. Electronic documents that are to be preserved in archival and manuscript collections will be migrated so that their information remains accessible.

All documentation associated with natural and cultural resource studies and other resource management actions will be retained in the park’s museum collection for use in managing park resources over time. Parks will retain notes or copies of records significant to their administrative histories when they periodically transfer their official records to federal record centers.”

Fire Detection, Suppression, and Post-fire Rehabilitation and Protection (5.3.1.2)

“Subject to the previous paragraph, when warranted by the significance of a historic structure or a museum or library collection, adequate and appropriate fire detection, warning, and suppression systems will be installed. Pre-fire plans will be developed for historic structures and buildings housing museum or library collections; these plans will be designed to identify the floor plan, utilities, hazards, and areas and objects requiring special protection. This information will be kept current and made available to local and park fire personnel.

Park and local fire personnel will be advised of the locations and characteristics of cultural resources threatened by fire and of any priorities for protecting them during any planned or unplanned fire incident. At parks with cultural resources, park fire personnel will receive cultural resource protection training. At parks that have wildland or structural fire risks and programs, cultural resource management specialists will receive fire prevention and emergency response training. Cultural resource management specialists who assist with wildland fire programs will be certified for incident management positions commensurate with their individual responsibilities.

Smoking will not be permitted in spaces housing museum or library collections or in historic structures (except those used as residences in which smoking is permitted by the park superintendent).”

Environmental Monitoring and Control (5.3.1.4)

“When necessary to preserve a historic structure or a museum collection, appropriate measures will be taken to control relative humidity, temperature, light, and air quality. When museum collections are housed in a historic structure, the needs of both the collection and the structure will be identified and evaluated, weighing relative rarity and significance, before environmental control measures are introduced. The environmental conditions of all areas housing museum collections will be regularly monitored, according to a schedule specific to each condition, to determine whether appropriate levels of relative humidity, temperature, and light are being maintained.”

Pest Management (5.3.1.5)

“The Park Service will follow an integrated pest management approach in addressing pest problems (including invasive vegetation) related to cultural resources. Pest occurrences will be dealt with on a case-by-case basis according to the principles identified in section 4.4.5 and Director’s Order #77: Natural Resource Protection to ensure the most effective and lowest risk management strategy.”

Chapter 4 - Natural Resource Management

Natural Resource Collections (4.2.3)

“Natural resource collections include non-living and living specimens. Guidance for collecting and managing specimens and associated field records can be found in the Code of Federal Regulations (36 CFR 2.5) and NPS guidance documents, including the Museum Handbook. Nonliving specimens and their associated field records are managed as museum collections. Living collections will be managed in accordance with the provisions of a park’s general management plan, the Animal Welfare Act, and other appropriate requirements.

Field data, objects, specimens, and features obtained for preservation during inventory, monitoring, research, and study projects, together with associated records and reports, will be managed over the long term within the museum collection. Specimens that are not authorized for consumptive analysis remain federal property and will be labeled and cataloged into the NPS cataloging system (ANCS+, or its successor) in accordance with applicable regulations (36 CFR 2.5).”

Integrated Pest Management Procedures (4.4.5.2)

“The Service conducts an integrated pest management (IPM) program to reduce risks to the public, park resources, and the environment from pests and pest-related management strategies. Integrated pest management is a decision-making process that coordinates knowledge of pest biology, the environment, and available technology to prevent unacceptable levels of pest damage by cost-effective means while posing the least possible risk to people, resources, and the environment.

The Service and each park unit will use an IPM approach to address pest issues. Proposed pest management activities must be conducted according to the IPM process prescribed in Director’s

Order #77-7: Integrated Pest Management. Pest issues will be reviewed on a case-by-case basis. Controversial issues, or those that have potential to negatively impact the environment, must be addressed through established planning procedures and be included in an approved park management or IPM plan. IPM procedures will be used to determine when to implement pest management actions and which combination of strategies will be most effective for each pest situation. Under the Service’s IPM program, all pesticide use on lands managed or regulated by the Service, whether that use was authorized or unauthorized, must be reported annually.”

Paleontological Resources and Their Contexts (4.8.2.1)

“Superintendents will establish programs to inventory paleontological resources and systematically monitor for newly exposed fossils, especially in areas of rapid erosion. Scientifically significant resources will be protected by collection or by on-site protection and stabilization. The Service will encourage and help the academic community to conduct paleontological field research in accordance with the terms of a scientific research and collecting permit. Fossil localities and associated geologic data will be adequately documented when specimens are collected. Paleontological resources found in an archeological context are also subject to the policies for archeological resources. Paleontological specimens that are to be retained permanently are subject to the policies for museum objects.

The Service will take appropriate action to prevent damage to and unauthorized collection of fossils. To protect paleontological resources from harm, theft, or destruction, the Service will ensure, where necessary, that information about the nature and specific location of these resources remains confidential, in accordance with the National Parks Omnibus Management Act of 1998 and the Paleontological Resources Preservation Act of 2009.

Chapter 7 - Interpretation and Education

Consultation (7.5.6)

“The Service will not display Native American human remains or photographs of those remains. Drawings, renderings, or casts of such remains will not be displayed without the consent of culturally affiliated Indian tribes, Alaska Natives, and Native Hawaiian organizations. The Service may exhibit non-Native American remains, photographs, drawings, renderings, or casts thereof, in consultation with appropriate traditionally associated peoples. The Service will consult with culturally affiliated or traditionally associated peoples to determine the religious status of any object whose sacred nature is suspected but not confirmed. These consultations will occur before an object is exhibited or any action is taken that may have an adverse effect on its religious qualities.”

Chapter 8 - Use of the Parks

Independent and Commercial Studies (8.11.3)

“Non-NPS social science studies conducted in parks are not required to address specifically identified NPS management issues or information needs. However, these studies (excluding research in museum collections) require an NPS research/collecting permit. Pursuant to the terms

and conditions of the permit, the studies must conform to NPS policies and other guidance regarding activities such as the collection and publication of data, conduct of studies, and wilderness restrictions. NPS research/collecting permits may also include requirements that permittees provide parks, within reasonable time-frames, with the appropriate field notes (subject to ethical guidelines of the appropriate discipline), data, information about the data, catalog data, progress reports, interim and final reports, and publications derived from the permitted activities. Projects will be administered and conducted only by fully qualified personnel and will conform to current standards of scholarship.

The collection of data from the public and employees to support the research, development, and marketing of commercial products or services may be permitted only in limited circumstances. Such activity will not be permitted when the superintendent determines that it would impose an undue burden on visitors and/or employees, and/or when it has the potential to adversely impact park resources or detract from visitors' experiences in the park. All necessary data collection permits must be obtained, including a scientific research and collecting permit and the permission of the superintendent. Names and addresses and any other unique identifying information collected from park visitors and/or employees cannot be distributed, shared, or sold for commercial purposes.”

Chapter 9 - Park Facilities

Museum Collections Management Facilities (9.4.2)

“Park curatorial facilities should be adapted to the needs of each park. They may share space in visitor centers or administrative office buildings or be housed in completely separate buildings. Incorporation with facilities in which there would be a heightened danger of fire, chemical spills, and similar accidents should be avoided. Curatorial facilities will meet each collection's special requirements for security, fire suppression, and environmental controls.

Before planning a collections management facility, the park, in consultation with subject-matter specialists, must complete a value analysis that evaluates various options for addressing collections management needs of the park, including on-site and off-site locations and joint facilities with other NPS units and entities outside the Park Service.”

Chapter 10 - Concessions Management

Merchandise (10.2.4.5)

“The National Park Service will approve the nature, type, and quality of merchandise to be offered by concessioners. Although there is no Service-wide list of specific preferred merchandise, priority will be given to sale items that foster awareness, understanding, and appreciation of the park and its resources and that interprets those resources. Merchandise should have interpretive labeling or include other information to indicate how the merchandise is relevant to the park and its interpretive program and themes.

Each concession operation with a gift shop will have a mission statement based on the park's concession service plan or general management plan. Concessioners will develop and implement

a merchandise plan based on the park’s gift shop mission statement. The merchandise plan must be satisfactory to the Director and should ensure that merchandise sold or provided reflects the significance of the park and promotes the conservation of the park’s geological resources, wildlife, plant life, archeological resources, local Native American culture, local ethnic and traditional culture, historical significance, and other park resources and values. The plan should also integrate pollution prevention and waste-reduction objectives and strategies for merchandise and packaging.”

Artifacts and Specimens (10.2.4.6)

“Concessioners will not be permitted to sell any merchandise in violation of laws, regulations, or NPS policies. The park superintendent may prohibit the sale of some items for retail sale because the merchandise is locally sensitive or inappropriate for sale. The sale of original objects, artifacts, or specimens of a historic, archeological, paleontological, or biological nature is prohibited. Replicated historic, archeological, paleontological, or biological objects, artifacts, or specimens may be sold if they are obvious replicas and clearly labeled.

Any geological merchandise approved for sale or exhibit by concessioners must be accompanied by appropriate educational material and a written disclaimer clearly stating that such items were not obtained from inside park boundaries. The proposed sale of any replicas, or of geological merchandise, must be addressed in the gift shop merchandise plan.”

A.4.3 NPS Director’s Orders and guidance for museum collections

Director’s Orders supplement the *NPS Management Policies*.

Director’s Order 28: Cultural Resource Management Guideline

Director’s Order #28: Cultural Resource Management, is implemented through Release No. 5 of the *Cultural Resource Management Guideline* (1997). The *Cultural Resource Management Guideline* gives guidance on how to apply policies and standards. The *Cultural Resource Management Guideline* applies to museum objects and archival and manuscript collections that are housed in parks, archeological and preservation centers, and other NPS organizational units. Excerpts from this guideline follow:

Research

- Each park has an approved stand-alone Scope of Collection Statement defining the purpose and prescribing limits and use of its museum collection.
- Museum objects not relevant to a park according to its SOCS are deaccessioned as permitted by current NPS procedures.
- Every museum object is accessioned as soon as it is in NPS custody and cataloged promptly thereafter. Paper museum records and ANCS+ magnetic media are kept in secure fire-resistant storage.

- All materials resulting from systematic research projects associated with an accession are housed at the same repository, except when on temporary loan for specific use elsewhere. Within that repository, objects and records composing an accession may be stored or filed separately from related objects and records to the extent required for security, fire protection, enhanced or reduced access, preservation, fiscal control, or exhibition.
- Each park has consulted with affected Native Americans on any acquisitions that involve human remains and associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony.
- Archival and manuscript collections are surveyed, appraised, accessioned, cataloged, rehoused, arranged, and described according to procedures and guidelines contained in the *Museum Handbook*, Part II, Appendix D.
- Archival and manuscript collections are arranged and described by or under the guidance of an archivist in accordance with professional standards and procedures. A preliminary finding aid is produced as described in the *Museum Handbook*, Part II, Appendix D.
- Archeological objects and natural history specimens systematically collected within a park are deaccessioned only if lost or so deteriorated that they no longer have scientific value.
- Objects and archival and manuscript collections in a park's museum collection are made available to qualified researchers who can demonstrate a need to use them. Access is permitted under conditions designed to ensure the security and preservation of the materials, including adequate staff supervision. Copyright is respected in accordance with guidance in the *Museum Handbook*, Part I, Chapter 2; the *Museum Handbook*, Part II, Chapter 2 and Appendix D.
- Each outgoing loan is documented by an outgoing loan agreement. All loaned museum objects are cataloged unless loaned to NPS repositories for collections management and storage purposes. Conditions for preserving, handling, and shipping and an itemized list of museum objects are included in a loan agreement.

Planning

- Plans for park management, development, exhibits, interpretation, and research address the proper documentation, protection, preservation, and use of objects.
- Each park and center has a collection management plan to guide proper management and care of its museum collection and a separate collection storage plan if necessary.
- Each park and center has one or more collection condition surveys to detect problems with the condition of museum objects and determine conservation treatment priorities.

- Proposals for environmental control measures in historic structures are based on data from environmental monitoring for at least one year.
- Each park ensures that the cataloging and curation of objects, specimens, and associated records recovered from archeological and scientific projects are accomplished.
- Each park ensures that approved museum plans and reports are entered in the Cultural Resources Management Bibliography (CRBIB).

Stewardship

- Each park and center has identified threats to the security and protection of its museum collection and has taken appropriate measures to deal with them, including emergency planning.
- Each park and center has implemented a preventive conservation program whereby museum objects are exhibited, handled, and stored with sensitivity to their specific environmental needs and vulnerabilities and are regularly inspected for evidence of deterioration.
- Preservation and use of museum objects accords with Director's Order #24: NPS Museum Collections Management; the *Museum Handbook*, Part I and Part III; and National Archives and Records Administration standards.
- Conservation treatment required to stabilize or restore museum objects entails the least intervention necessary to satisfy treatment goals.
- Inventories of museum objects and status reports on collections are completed and submitted in accordance with current NPS museum property procedures and other administrative requirements.
- Any use of museum objects likely to damage them or hasten their deterioration is undertaken only after careful review and approval.

Director's Order 24: NPS Museum Collections Management

Director's Order #24: NPS Museum Collections Management, gives requirements for managing park museum collections. It is supplemented by the *Museum Handbook*, Parts I-III. Director's Order #24 is reprinted in full in Figure A.3.

Director’s Order 11D: Records and Electronic Information Management

Director’s Order 11D: Records and Electronic Information Management, along with the accompanying REIM Guide and Service-wide Records Schedule (SRS) describes NPS activities and standards in maintaining and providing access to textual and electronic records.

Director’s Order 21: Donations and Philanthropic Partnerships

Director’s Order 21: Donations and Philanthropic Partnerships establishes criteria for reviewing, accepting, and recognizing donations.

Director’s Order 44: Personal Property Management

Director’s Order 44: Personal Property Management and the Personal Property Management Handbook establishes the accountability structure to facilitate control and management of personal property. Museum collections are a subset of personal property.

A.5 List of Figures

Figure A.5.1	Museum Properties Act of 1955 as amended
Figure A.5.2	References to Museum Collections Management in Interior Property Management Regulations
Figure A.5.3	Director’s Order #24: NPS Museum Collections Management

Museum Properties Act of 1955 as amended (54 USC Ch 1025: Museums)

§102503. Authority of Secretary

(a) IN GENERAL.—

Notwithstanding other provisions or limitations of law, the Secretary may perform the functions described in this section in the manner that the Secretary considers to be in the public interest.

(b) DONATIONS AND BEQUESTS.—

The Secretary may accept donations and bequests of money or other personal property, and hold, use, expend, and administer the money or other personal property for purposes of this chapter.

(c) PURCHASES.—

The Secretary may purchase [museum objects](#) and other personal property at prices that the Secretary considers to be reasonable.

(d) EXCHANGES.—

The Secretary may make exchanges by accepting [museum objects](#) and other personal property and by granting in exchange for the [museum objects](#) or other personal property museum property under the administrative jurisdiction of the Secretary that no longer is needed or that may be held in duplicate among the museum properties administered by the Secretary. Exchanges shall be consummated on a basis that the Secretary considers to be equitable and in the public interest.

(e) ACCEPTANCE OF LOANS OF PROPERTY.—

The Secretary may accept the loan of [museum objects](#) and other personal property and pay transportation costs incidental to the [museum objects](#) or other personal property. Loans shall be accepted on terms and conditions that the Secretary considers necessary.

(f) LOANS OF PROPERTY.—

The Secretary may loan to responsible public or private organizations, institutions, or agencies, without cost to the United States, such [museum objects](#) and other personal property as the Secretary shall consider advisable. Loans shall be made on terms and conditions that the Secretary considers necessary to protect the public interest in those properties.

(g) TRANSFER OF MUSEUM OBJECTS.—

The Secretary may transfer [museum objects](#) that the Secretary determines are no longer needed for museum purposes to qualified Federal agencies, including the Smithsonian Institution, that have programs to preserve and interpret cultural or natural heritage, and accept the transfer of [museum objects](#) for the purposes of this chapter from any other Federal agency, without reimbursement. The head of any other Federal agency may transfer, without reimbursement, [museum objects](#) directly to the administrative jurisdiction of the Secretary for the purpose of this chapter.

(h) CONVEYANCE OF MUSEUM OBJECTS.—

The Secretary may convey [museum objects](#) that the Secretary determines are no longer needed for museum purposes, without monetary consideration but subject to such terms and conditions as the Secretary considers necessary, to private institutions exempt from Federal taxation under section 501(c)(3) of the [Internal Revenue Code of 1986 \(26 U.S.C. 501\(c\)\(3\)\)](#) and to non-Federal governmental entities if the Secretary determines that the recipient is dedicated to the preservation and interpretation of natural or cultural heritage and is qualified to manage the property, prior to any conveyance under this subsection and subsection (g).

(i) DESTRUCTION OF MUSEUM OBJECTS.—

The Secretary may destroy or cause to be destroyed [museum objects](#) that the Secretary determines to have no scientific, cultural, historic, educational, esthetic, or monetary value.

§ 102504. Review and approval

The Secretary shall ensure that museum objects are treated in a careful and deliberate manner that protects the public interest. Prior to taking any action under subsection (g), (h), or (i) of section 102503 of this title, the Secretary shall establish a systematic review and approval process, including consultation with appropriate experts, that meets the highest standards of the museum profession for all actions taken under those subsections.

Figure A.5.1. Museum Properties Act of 1955 as amended

114-60.100(b)	All museum property is accountable with no dollar threshold.
114-60.100(x)	Museum property is not capitalized.
114-60.100(x)	Definition of museum property
114-60.100(a)	Sensitive property shall, at a minimum, include firearms...
114-60.200(b)	Museum property will not be controlled in a general ledger control account. All items in a museum collection will be controlled through accessioning and cataloging.
114-60.401(b)	All museum property is controlled through accessioning and cataloging, regardless of value.
114-60.601(b)	Because permanent marking of museum property is potentially damaging, items of museum collections are exempted from the marking requirements of this subpart. Bureaus and offices having museum collections will develop and implement procedures for identification of museum collections: (NPS procedures are outlined in the NPS <i>Museum Handbook</i> , Part II).

Figure A.5.2. References to Museum Collections Management in Interior Property Management Regulations, *Departmental Manual Part 410*, Personal Property Management (Subpart 114-60)



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.

Washington, D.C. 20240

DIRECTOR'S ORDER #24: NPS MUSEUM COLLECTIONS MANAGEMENT

Approved: Mary H. Romar
Director

Effective Date: 9-03-08

Duration: Until amended or rescinded.

This Director's Order supersedes Director's Order #24 issued August 21, 2000. It supplements NPS *Management Policies* and is augmented by procedures in the *Museum Handbook*.

1. Background and Purpose

The National Park Service is custodian in perpetuity of irreplaceable and priceless museum collections that include objects, specimens, and archival and manuscript materials (textual, electronic, cartographic, architectural, and audio-visual documents), representing cultural and natural resources in the United States, including but not limited to the disciplines of archeology, biology, ethnology, geology, history, and paleontology. NPS museum collections are park resources that are part of the natural and cultural heritage of the country and are collected, preserved, and interpreted for public benefit.

NPS museum collections inform and enhance every aspect of the NPS mission, from resource management and interpretation, to research and public accountability. Featured in exhibits, interpretation and education programs, films, and print and electronic publications, NPS museum collections are key resources for educators, students, researchers, park managers, park neighbors, and the general public. Accessibility of museum collections is a prime component of museum management.

The NPS *Management Policies* lay the foundation by which the NPS meets its responsibilities toward these museum collections. This Director's Order provides further policy guidance, standards, and requirements for preserving, protecting, documenting, and providing access to, and use of, NPS museum collections.

2. Authority for this Director's Order

Authority for issuing this Director's Order is found in 16 U.S.C. 1 through 4, and delegations of authority contained in Part 245 of the Department of the Interior Manual. Additional key related authorities are found in the Antiquities Act of 1906 (16 U.S.C. 431-433), the Historic Sites Act

of 1935 (16 U.S.C. 461-467), the Management of Museum Properties Actⁱ of 1955, as amended (16 U.S.C. 18f, and 18f2-3), the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 et seq.), the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-mm), the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001), the National Parks Omnibus Management Act of 1998 (16 U.S.C. 5901 et seq.), and the Departmental Manual 411 DM, Managing Museum Property.

This order is intended only to improve the internal management of the NPS and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.

3. Objectives

The objectives of this Director's Order, in conjunction with the accompanying *Museum Handbook*, are to:

- Ensure that NPS managers and staff have information on the standards and actions for successfully and ethically complying with NPS *Management Policies* on museum collections.
- Provide a means of measuring and evaluating progress in preserving, protecting, documenting, accessing, and using museum collections.

4. Responsibilities

4.1 Associate Director, Cultural Resources

The Associate Director, Cultural Resources, with the assistance of the Chief Curator and the Park Museum Management Program (PMMP), has the following responsibilities:

4.1.1 Code of Ethics: Follow the Code of Ethics for the museum management program (see 4.1.2).

4.1.2 Museum Handbook: Develop, issue, and periodically update a *Museum Handbook* containing the information park managers need to know to comply with laws, departmental and Service-wide policies, regulations, professional standards, and a code of ethics applicable to museum collections management. Include in the *Museum Handbook*, as a supplement to this Director's Order, specific guidance for collecting, preserving, protecting (including security and fire protection), documenting, accessing, and using museum collections, clearly distinguishing between those actions that are mandatory requirements and those that are discretionary. Cite those laws, policies, and regulations in relevant sections.

4.1.3 Strategic Plans: Develop strategic plans and goals to improve and maintain the management of NPS museum collections Service-wide, consistent with the Government Performance and Results Act of 1993 (31 USC 1115).

4.1.4 National Catalog: Maintain for management and public benefit a National Catalog of Museum Objects, consisting of electronic and paper catalog records, with accession and catalog data for all parks. Develop and maintain an automated collections management program (the Automated National Catalog System [ANCS+ and its successor]) for use by parks, centers, and offices Service-wide, as well as the general public.

4.1.5 Report Requirements and Analysis: Identify reports that are required annually, or at other times, to further museum collections management. Reporting requirements will be kept to the minimum necessary. Maintain, analyze, and report on data submitted by parks, centers, and regions, including: the Collections Management Report; the NPS Checklist for Preservation and Protection of Museum Collections; funding distributions and accomplishments; storage planning data; and other required reports and surveys. Maintain a current Service-wide museum collections storage plan based on regional storage planning data.

4.1.6 Annual Inventory: Review regional certifications of annual inventories, summarize and report certification results to the Service-wide property management officer, and take any necessary corrective action.

4.1.7 Museum Supplies, Equipment, and Technologies: Research products and facilitate park and center acquisition and use of appropriate supplies, forms, equipment, and technologies for management of museum collections.

4.1.8 Service-wide Initiatives: Develop and coordinate Service-wide initiatives, reviews, and funding to improve museum management.

4.1.9 Technical Information: Publicize and disseminate technical information on museum management, including conservation and archival collections management.

4.1.10 Information Access: Publicize NPS museum collections by developing and maintaining access to collections information through various media, including the World Wide Web and ANCS+.

4.1.11 Professional Qualifications and Training: Evaluate Service-wide professional competencies and training needs in museum management, and develop strategies, guidelines, and curricula to meet those needs. Coordinate training to address new technologies, programs, and initiatives.

4.1.12 Plan Review: Review draft park plans that receive Washington Office review, such as general management plans, for appropriate coverage of museum management.

4.1.13 Technical Assistance: Provide technical assistance and advice to park and center managers regarding acquiring, preserving, protecting, documenting, accessing, and using museum collections. Provide this assistance and advice at the request of regions.

4.2 Regional Directors and WASO Associate Directors with Museum Collections Responsibility

Regional directors (assisted by regional associate directors and regional museum support staff), and WASO associate directors accountable for museum collections, have the following responsibilities:

4.2.1 Code of Ethics: Follow the Code of Ethics for the museum management program in the *Museum Handbook*.

4.2.2 Plan and Performance Review: Use the strategic and annual performance planning processes, the park planning process, and the performance management system to ensure that superintendents and center and other managers meet their responsibilities to manage museum collections according to this directive. Review park plans for appropriate coverage of museum collections management, and to ensure consistency with NPS requirements. Review design and construction plans to ensure that museum preservation, protection, documentation (including information technology), and access requirements are met.

4.2.3 Technical Assistance: Provide technical assistance to parks and centers to assist them in meeting NPS museum management requirements, and in providing for access to and use of collections.

4.2.4 Staffing and Training: Evaluate museum management staffing and training needs, and develop and provide training to park and center staff. Regional directors will alert the Associate Director, Cultural Resources, about regional training needs that may apply Service-wide.

4.2.5 Plans, Priorities, and Reports: Develop plans and set priorities (including funding priorities) for managing museum collections based on all approved planning documents, including strategic plans, the Service-wide storage plan, and park Collection Management Plans, and information provided through Service-wide reports and requirements, including the Collections Management Report, NPS Checklist for Preservation and Protection of Museum Collections, and Automated Inventory Program. Review reports to ensure that parks and centers meet reporting requirements. Maintain current regional storage planning data, consistent with the Service-wide storage plan and standards, and submit data updates to the Associate Director, Cultural Resources.

4.2.6 Annual Inventory Certification: Annually certify to the Associate Director, Cultural Resources, Attention: Manager, PMMP, no later than **September 30** each fiscal year, that parks and centers have completed their annual inventories. Review park and center annual inventories and take any necessary corrective actions. Establish a regular schedule for parks in the region to submit the inventories. Approve exceptions to this requirement for extenuating circumstances, such as when collections are inaccessible during construction projects or after major natural disasters; or when non-NPS repositories have equivalent or more rigorous annual inventory procedures, those procedures are documented in a current repository agreement or repository loan

agreement, the repository annually reports inventory results to the parks with collections stored in the repository, and the results are reported in an addendum to the park superintendent's annual inventory certification and noted in the regional director's annual inventory certification.

4.2.7 Destructive Analysis and Consumptive Use: After careful review, if the benefits can be clearly shown to outweigh the resulting or potential damage or loss, approve destructive analysis of rare or highly significant objects, specimens, and archival items, and any consumptive use of museum collections.

4.2.8 Unconditional Gifts: Grant exceptions to the unconditional gift policy on a rare and case-by-case basis.

4.2.9 Delegation of Authority to Accept Donations: Delegate authority to accept donations of money and other personal property for the purposes of museum management to superintendents and center managers, as appropriate, and in compliance with NPS donations policy (see Director's Order #21, Donations and Fundraising).

4.2.10 Accreditation: Authorize parks to apply for accreditation by the American Association of Museums upon request from a park superintendent and recommendation of the regional curator.

4.3 Park Superintendents and Center Managers

Park superintendents, center managers, and others who manage collections (with the assistance of museum management staff) have the following responsibilities:

4.3.1 Code of Ethics: Follow the Code of Ethics for the museum management program in the *Museum Handbook*.

4.3.2 Standards: Meet museum management standards in the NPS *Museum Handbook* (Parts I-III) for:

- acquiring, preserving, protecting (including security and fire protection), documenting (including accessioning, cataloging, lending, deaccessioning), accessing, and using museum collections; and
- completing actions specific to archival and manuscript collections (appraising, arranging, describing, producing finding aids, and providing reference and duplication services).

4.3.3 Procedures: Follow procedures in the *Museum Handbook*.

4.3.4 Ongoing and Corrective Actions: Provide ongoing funding for recurring museum management functions and take appropriate action to correct identified preservation, protection, documentation, and access and use deficiencies, including programming for funding to correct such deficiencies. Complete Project Management Information System (PMIS) project statements that identify all preservation, protection, documentation,

access and use needs. Monitor projects to ensure conformance with preservation, protection, documentation (including information technology), and access policies and procedures.

4.3.5 Staffing and Training: Evaluate and address museum management staffing and training needs according to established personnel qualifications standards and Service-wide professional competencies.

4.3.6 Scope of Collection: Approve and keep current a Scope of Collection Statement to identify the scope of collecting activities and define the purpose of the collection. Ensure that the statement is consistent with natural resource and archeological permit conditions. Ensure acquisitions are consistent with the Scope of Collection Statement.

4.3.7 Collection Management Plan: Approve, keep current, and implement a Collection Management Plan to:

- evaluate issues of preserving, protecting (including security and fire protection), storing, documenting, accessing and using collections;
- address issues specific to archival and manuscript collections (appraising, arranging, describing, producing finding aids, providing reference and duplication services, and migrating electronic documents so that they remain accessible); and
- propose a strategy to address the issues, including staffing and cost estimates, consistent with park and Service-wide strategic and other planning documents, including the Service-wide storage plan.

4.3.8 Housekeeping Plan: Approve, keep current, and implement a Housekeeping Plan for every space that houses museum collections to ensure that housekeeping routines are sensitive to museum collections preservation needs.

4.3.9 Integrated Pest Management: Approve, keep current, and implement an Integrated Pest Management Plan that addresses the museum collections.

4.3.10 Emergency Operation: Approve, keep current, and implement a Museum Collections Emergency Operations Plan, as part of the park's Emergency Operations Plan and consistent with the National Incident Management System, identifying museum collection vulnerabilities to events (such as fire, earthquakes, and floods) and responses that will protect resources without endangering human health and safety. Ensure staff trains, practices, and prepares for emergency response. Assist other NPS areas and park partners, as authorized, in emergency response for museum collections. Assist other federal agencies, and tribal, state, and local governments in the event of a major disaster or emergency under the National Response Framework, Natural and Cultural Resources and Historic Properties part of Emergency Support Function #11.

4.3.11 Collections Hazards: Complete a Job Hazard Analysis (JHA) for all museum jobs that have an associated history of injury, illness, or death; or that require the use of

personal protection equipment, such as respirators; or that involve activities that are clearly dangerous, such as handling collections with mold, working with toxic or flammable chemicals, or operating heavy machinery. Notify collections users when collections may have been treated with potentially toxic substances consistent with Department of the Interior guidance at <http://www.doi.gov/museum/>.

4.3.12 Collection Condition: Monitor and record information about the environment in spaces housing collections and manage the environment to maximize preservation. Complete Collection Condition Surveys, as needed, to assess conditions in spaces housing museum collections, to record the condition of objects or groups of objects, and to determine treatment needs and priorities. Incorporate survey data in ANCS+ and in accession or catalog files.

4.3.13 Accession and Catalog Records: Accession collections upon acquisition to establish basic accountability. Catalog the collections immediately following acquisition, or have funding requests in place to catalog them in the near future. Survey, appraise, rehouse, arrange, and describe archival and manuscript collections and prepare finding aids. Develop park archival duplication and reference procedures. Have funding requests in place to address eliminating any archival processing backlog.

4.3.14 Collections Management Records Backup: Maintain a complete current backup of all electronic data at a location that is not vulnerable to the same catastrophic events as the computer workstation. In addition, submit the required annual backup to the National Catalog in Harpers Ferry, West Virginia (see 5.4).

4.3.15 Unconditional Gifts: Accept only unconditional gifts and bequests, and, where possible, obtain applicable copyrights and releases with acquisitions. Obtain regional director's approval for rare exceptions, on a case-by-case basis.

4.3.16 Project-generated Collections: Require project budgets to include funding for the initial management of collections that are project-generated. Initial collections management includes cataloging; labeling; conservation examination and treatment (including specimen preparation); housing and storage of objects and specimens; and organization and storage of project documentation, including appraisal, arrangement, description, finding aid production, and appropriate archival housing.

- Before starting, permitting, or contracting a project, specify in writing in the task directive, proposal, agreement, permit, or contract, the parties responsible, the designated NPS or non-NPS repository, the collections management tasks, and a time schedule for completion.
- Hold NPS project coordinators, permittees, and contractors responsible and verify compliance in completion reports and with park collection management staff.
- Fund subsequent ongoing maintenance costs of collections management from the operating base of the responsible park, center, or other repository.
- If project-generated collections cannot be accommodated in available or planned

storage space and new storage space is necessary, request modification of the regional storage planning data to accommodate the expanded collection. If interim storage is needed, specify in the project task directive the location of that storage, and state that it must meet NPS standards. Identify the funding source for interim storage.

- Strategically manage permit designations of and subsequent loans to non-NPS repositories to facilitate research and access while consolidating collections, as appropriate, to minimize the park's administrative workload.
- Ensure compliance with Director's Order #19, Records Management, in creation and management of resource management records.

4.3.17 Systematic Collections: Add collections made through systematic field inventory, monitoring, or research to the museum collection in accordance with collection permits and the Scope of Collection Statement. Collected materials not authorized for consumptive analysis remain federal property and will be accessioned, labeled and cataloged into the NPS cataloging system. House those collections associated with a single accession at the same repository to facilitate research and use. Superintendents may authorize housing of collections from the same accession at different repositories if by so doing preservation, research, and use will be improved. As appropriate, lend these collections for exhibit, research, conservation, and other approved uses.

4.3.18 Deaccession Records: Deaccession objects inconsistent with the Scope of Collection Statement. Complete Case Incident Reports, Reports of Survey, and deaccession actions when thefts, losses, and involuntary destruction occur. Complete deaccession actions in compliance with the Native American Graves Protection and Repatriation Act and other laws.

4.3.19 Collections Management Report: Annually complete the automated Collections Management Report (CMR) in cooperation with the PMMP (see 5.1) The report provides information on accessions, deaccessions, cataloging, backlogs of objects to be cataloged, use of museum collections, and total collection size. The report must include all collections, whether kept in park facilities, other NPS facilities, or in non-NPS repositories. Verify, sign, and file the CMR at the park by **January 15** (see 5.1).

4.3.20 Annual Inventory: Conduct an annual collection inventory on a regular schedule using the Automated Inventory Program (AIP) in ANCS+ and reconcile the results with existing accession and catalog records. Take any necessary corrective action. Certify the annual inventory and submit it to the regional director (see 4.2.6 for exceptions applicable to non-NPS repositories; and 5.3).

4.3.21 Checklist: Keep the NPS Checklist for Preservation and Protection of Museum Collections (Checklist) up-to-date in the Automated Checklist Program (ACP) in ANCS+ (see 5.1). The Checklist records information on preservation and protection conditions in parks and centers, identifies deficiencies, and provides estimated costs to correct deficiencies.

4.3.22 Conservation Treatment and Documentation: Provide conservation treatment required to stabilize or restore museum objects using the least intervention necessary to satisfy treatment goals. Document treatment of collections, record that information in ANCS+, and retain reports and documentation in accession or catalog files.

4.3.23 Cellulose Nitrate and Cellulose Ester Film: Identify cellulose nitrate and cellulose ester film, and take steps to preserve the visual information contained by duplicating the images onto polyester-based film. After inspecting the copies, evaluate and destroy the original film, or, in the case of original film with high artifactual, intrinsic, evidential, or associational value, provide for long-term storage according to the criteria in *Museum Handbook*, Part I, Appendix M, "Management of Cellulose Nitrate and Ester Film."

4.3.24 Access and Use: Promote access to cataloged collections for research, educational, and interpretive purposes through a variety of means and media, such as exhibits, interpretation and education programs, loans, publications, film and television, the World Wide Web, archival finding aid production and distribution, and posting of finding aids and repository-level guides for archival and manuscript collections in the National Union Catalog of Manuscript Collections (NUCMC).

- Ensure that access and use are consistent with the laws and NPS policies pertaining to Freedom of Information Act disclosures, copyright, privacy, publicity, obscenity and pornography, defamation, and resource protection.
- Document controlled access and use of collections and museum records with a researcher logbook, signed access policy statement, researcher registration, copyright and privacy restriction statement, and duplication forms.

4.3.25 Consultation: Consult with affiliated groups in managing collections, including Native American groups when managing collections subject to the Native American Graves Protection and Repatriation Act.

4.3.26 Preservation vs. Destructive Use: Manage objects to preserve their condition, including using reproductions when originals may be damaged by use. Authorize in writing destructive analysis of collections, except for rare or highly significant objects, specimens, and archival materials. Obtain regional director approval for destructive analysis of rare or highly significant objects, specimens, and archival materials and for any consumptive use of collections.

4.3.27 Exhibits: Exhibit collections according to an approved exhibit plan, accompanied by maintenance instructions. Ensure that all exhibits meet the standards in the NPS Checklist for Preservation and Protection of Museum Collections. Develop and implement a rotation routine for environmentally-sensitive items. Develop online exhibits to expand access to collections while protecting them from the stress of exhibit conditions.

4.3.28 Objects in Historic Structures: Document furnishings that are exhibited in their associated historic structures with an approved Historic Furnishings Report. Consider the preservation requirements of both objects and historic structures when objects are on exhibit or in storage in historic structures.

4.3.29 Exhibit of Human Remains: Never exhibit American Indian, Alaska Native, or Native Hawaiian human remains or photographs, drawings or renderings, or casts of the remains. Exhibit non-Native-American human remains and photographs, drawings or renderings, or casts of the remains only in consultation with traditionally associated groups.

4.3.30 Distribution of Approved Reports and Plans: Ensure that approved research reports, such as Historic Furnishings Reports, are distributed according to the guidance/handbook associated with Director's Order #28, Cultural Resource Management. Maintain multiple copies of approved museum plans, as needed, in the park and submit one copy of each plan (including the Scope of Collection Statement) to the regional director; Park Museum Management Program, WASO; Park Cultural Resources, Attention: CRBIB, WASO; Technical Information Center, Denver Service Center; Harpers Ferry Center Library; and NPS archeological or preservation center, as applicable. Redact any sensitive or confidential data, such as security systems or certain locality information, before distributing reports and plans that may be accessible to the general public.

4.3.31 Accreditation: Consult with the regional curator and seek approval from the regional director before applying to the American Association of Museums (AAM) for accreditation. While accredited, parks may display a modest-sized AAM accreditation logo in a public place near the museum or visitor center entrance and on the park's web site in association with information about the collections. Seeking accreditation is optional but encouraged for parks with substantial museum operations.

5. Submissions and Deadlines

5.1 Collections Management Report: Parks and centers submit, via e-mail, data on research requests and noteworthy information, including noteworthy accessions and deaccessions, for the current fiscal year by **September 15** to PMMP. Using these data and data extracted from the park's catalog records (see 5.4), the PMMP prepares the CMRs and posts them on InsideNPS on or about **October 1**. Parks and centers review the CMRs and submit any corrections, via e-mail, to PMMP. Corrections to be included in data submitted for Government Performance and Results Act (GPRA) reports and performance-based funding allocations must be submitted and accepted within one week of posting on InsideNPS. Other corrections should be submitted as soon as possible, but no later than **December 31**. Superintendents verify, print, sign and file the park's CMR by **January 15**. NPS uses CMR information for strategic planning and annual reporting, including reporting on NPS strategic operational plan Goal Ib2D consistent with GPRA.

5.2 Checklist: Parks and centers update their Checklist in the ACP by **September 15** to show changes as of the end of the current fiscal year. Parks and centers submit the Checklist as part of the National Catalog submission (see 5.4) and may update the Checklist at other times, using the ACP, by submitting it separately to the PMMP. The PMMP compiles and distributes regional and Service-wide reports. NPS uses Checklist data for strategic planning and annual reporting. Parks and PMMP use Checklist data to report on NPS strategic operational plan Goal Ia6 consistent with GPRA.

5.3 Annual Inventory: Parks and centers annually submit the inventory generated using the AIP to the regional director, according to a schedule that the region approves. The regional director certifies the completion of the inventories to the Associate Director, Cultural Resources, Attention: Manager, PMMP, no later than **September 30** each fiscal year.

5.4 National Catalog Submissions: Parks and centers annually submit to the National Catalog complete electronic backups of their ANCS+ natural history and cultural resource directories by **September 15**. The National Catalog prints and stores archival paper copies of the catalog records. The National Catalog prints and sends paper copies of catalog records to parks and centers upon request. This submission includes the Checklist (see 5.2) and data that PMMP uses to generate the park and Service-wide Collections Management Reports (see 5.1). Parks have the option to include the archives directory in the National Catalog backup. They may also submit, via the U.S. Postal Service or express carrier, a backup of images on CD.

5.5 Project Proposals and Funding Reports: In response to the Service-wide Comprehensive Budget Call, parks and centers submit museum collections project proposals in PMIS and include required museum collections program-specific information in PMIS or on optional forms. For projects funded in the previous year, by **October 31**, parks and centers provide accomplishment reports in PMIS and include required museum collections program-specific information in PMIS or on optional forms.

--- End of Director's Order ---

ⁱ Congress did not give this act a formal title. It is also known as the Museum Act.