

**Minerals Management Service
Minerals Management Service Manual**

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SUBJECT: Administrative
Part 411: Property Management
Chapter 1: Policy, Responsibilities, and Standards for Managing Museum Property

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes the policy, responsibilities, and standards required for managing museum property within the Minerals Management Service.


Acting Director

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Part 411: Property Management

Chapter 1: Policy, Responsibilities, and Standards for Managing Museum Property

Originating Office: Support Services Office, Chief of Staff, Office of Administration and Budget.

1. **Purpose.** This chapter establishes the policy, responsibilities, and standards required for managing museum property within the Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE).

2. **Authorities:** 411 DM 1; 411 DM 2; 411 DM 3.

3. **Identification of Museum Property.**

A. Museum Property is defined as personal property acquired for public benefit. It includes objects selected to represent archeology, art, ethnography, history, documents, botany, zoology, paleontology, geology, and environmental samples.

B. Exclusions in Museum Property. Non-museum property may share some characteristics of museum property. Decisions on whether materials that look the same depend on the function of the property, long-term preservation goals, and the BOEMRE mission. Museum property does not include official records.

C. Housing of Museum Property. Museum property may be housed in bureau museums and offices, and other Federal or non-Federal facilities using the policies and standards in this manual chapter.

4. **Policy.** It is the policy of the BOEMRE to maintain an effective and efficient museum property management program by:

A. Using professional standards to identify, preserve, protect, and document museum property for present and future uses such as managing, interpreting, and researching resources.

B. Preserving information associated with museum property to make it more useful for supporting the BOEMRE mission.

C. Managing museum property to comply with laws and other mandates.

D. Providing guidance for meeting departmental-wide museum property standards.

5. **Responsibilities.**

A. The Associate Director for Administration and Budget has the overall responsibility for and implementation of the BOEMRE Museum Property Management Program.

B. The Chief of Staff, Administration and Budget is responsible for:

- (1) Designating a Museum Property Manager and implementing the Museum Property Management Program.
- (2) Developing BOEMRE-wide policy on museum property.
- (3) Taking a leadership role in resolving museum property issues when any action or change could adversely impact museum property.
- (4) Providing program and budget support to carry out requirements identified in this manual chapter.

C. The Chief, Support Services Office (Museum Property Manager) is responsible for:

- (1) Issuing and maintaining BOEMRE 411.1 Policy, Responsibilities and Standards for Managing Museum Property.
- (2) Carrying out the Museum Property Management Program.
- (3) Carrying out departmental policy and procedures outlined in 411 DM and any other directives, regulations, issuances, or instructions.
- (4) Serving as the BOEMRE liaison to the Department.
- (5) Establishing and funding a viable and responsible museum property program that is consistent with 411 DM and applicable statutes and regulations.
- (6) Designating personnel who know the methods and techniques for managing museum property and providing training necessary to implement 411 DM.
- (7) Providing BOEMRE-wide policy guidance and program direction.
- (8) Establishing a Museum Property Committee (MPC), or its equivalent, to ensure all BOEMRE program offices have the opportunity to advise and participate in managing museum property.

The MPC, consisting of Property Management Specialists and discipline specialists, reviews and contributes to planning documents that affect museum property. (See the DOI Museum Property Handbook). The MPC must develop and implement the following guidelines and reports:

a. **Museum Property Plan.** The plan must:

1. Address the standards of all BOEMRE museum property for reporting, managing, preserving, displaying, documenting, accessioning, inventorying, loaning, and de-accessioning.
2. Identify property housed in Federal facilities; museum property that has high informational (e.g., scientific or cultural) or monetary value; is highly vulnerable to the environment; is sensitive subject matter; or is mandated by Federal law and/or BOEMRE-specific authorities.

b. **Scope of Collection Statement.** The MPC must develop and implement a Scope of Collection Statement to outline the parameters of collecting activities and define the purpose of the museum property collection, set limits on collecting, and consider the uses of the collection.

c. **Collection Management Plan.** The Collection Management Plan will help to preserve, protect, and document museum property. The Plan should include:

1. Statement of problems.
2. Description of corrective actions listed in priority order.
3. Identification of responsibility.
4. Estimation of costs for programming and budgeting documents.

d. **Museum Property Management Survey.** This survey is a tool to help assess the status of efforts to manage museum property. It must:

1. Document the status of collection management documents.
2. Document the types and numbers of museum objects held.
3. List the name and location of where museum property is held.

e. **Annual Bureau Museum Property Management Summary Report.** This annual report is due to the Director, Office of Acquisition and Property Management, on January 30, of each year. The summary should include BOEMRE museum management activities during the preceding fiscal year, using the following outline:

1. Summary of Accomplishments for the year.
2. Resources. Summarize the resources (funds and FTE) allocated or expended for managing museum property.
3. Issues. List and describe issues that impact ability to implement plan. Describe actions taken to address these issues.

4. Revisions to Plan. Summarize any revisions to the BOEMRE plan for managing museum property.
5. Goals. Identify any goals of the BOEMRE plan.
6. History. Provide a brief history of the BOEMRE museum collection.
7. Oversight. Describe the structure of oversight within the BOEMRE. Identify individuals currently representing the BOEMRE on the DOI museum property committees.
8. Collection Size. Summarize the size of the BOEMRE museum collection by discipline and location.

f. **Standards for Management of Museum Property.** Standards are based on departmental policy and on professional museum practices. These standards are applicable both in BOEMRE and non-BOEMRE facilities. If the standards cannot be met, the reasons must be explained in writing, estimating the resources needed to correct the deficiency, and recommending needed actions to the Associate Director for Administration and Budget. The reviewing official then evaluates the risks and available resources and decides whether or not to approve programming for the action recommended. Pending permanent corrective action, you must take temporary actions necessary to reduce deterioration due to environmental conditions and to limit damage, loss, and misuse of museum property.

g. **Standards to Preserve and Protect Museum Property in Administrative Office Space.** You must preserve and protect museum property that you display in administrative offices by meeting the following requirements.

Security and Fire Protection Standards.

- Control keys to office space and/or display cases.
- Provide guidance on how to safely evacuate museum property that is at risk because of an impending disaster, giving priority to human health and safety.
- Prohibit smoking in areas housing museum property.

h. **Standards for Displaying Museum Property.**

1. Provide written guidance for handling and housekeeping.
2. Secure two-dimensional art in a frame with protective backing.
3. Mat watercolor paintings, prints, and drawings with archival-quality material and protect them with glass or another appropriate material.
4. Display museum property in areas that provide protection from accidental damage.
5. Prohibit using museum property for secondary functions.

6. Hang textiles so that their weight is evenly distributed.

7. Prevent metals and untreated wood from touching textiles.

i. Standards for Documenting Museum Property. All museum property must be documented in an information system containing the mandatory data for each activity described below. You must retain museum records the bureau needs for current business with the museum property they document. You must retain original museum records for museum property that is de-accessed.

j. Accessioning Standards. You can accession museum property by donation, purchase, transfer, or field collection.

1. Complete a transfer of ownership signed by authorized parties.

2. Include transfer of all copyrights where appropriate.

3. Use acid-free materials.

4. Record mandatory data for each access in the accession book.

5. Mandatory data for accessions:

(a) Accession number.

(b) Source of accession.

(c) Complete address of source.

(d) Telephone number of source.

(e) Date received.

(f) Date of accession.

(g) Type of accession.

(h) Description.

(i) Project name.

(j) Catalog number(s).

(k) Item total.

k. Inventory Standards.

1. Annual Inventories. You must physically verify, or verify in writing, the presence and condition of museum property listed in the inventory for property located in both Federal and non-Federal repositories. The following inventories must be performed:

- (a) 100 percent inventory of all controlled museum property.
- (b) Random sample inventory of all other catalogued museum property, unless the collection has fewer than 250 catalogued objects.
- (c) 100 percent inventory, by accession number, of all accessioned but as yet noncatalogued museum property.

2. Other Inventories. A 100 percent inventory of all museum property may be required if there is an indication that a substantial loss has occurred or a significant number of items are unaccounted for or whenever the designation of accountability changes.

3. Mandatory Inventory Requirements. An inventory must verify:

- (a) Item count.
- (b) Location of object.
- (c) Accuracy of the record.
- (d) Accuracy of the object number wherever it occurs.
- (e) Condition of the object.

4. Reconciling Inventories. You must reconcile the inventories of museum property. For missing museum property, you must:

- (a) Process Reports of Survey (DI-103) in compliance with 410 DM.
- (b) De-accession the museum property when the Board of Survey action is completed.
- (c) You may ask the DOI Inspector General to investigate the situation as described in 355 DM.

5. Certifying Inventories. You must certify in writing to the Property Management Officer the status of the annual inventories and their reconciliation.

l. Loan Standards. You must:

- 1. Document each loan by assigning a unique number and completing a loan agreement or similar instrument.

2. Include conditions for shipping, handling, and insurance in the loan agreement.
3. Include an itemized list of the objects in the loan agreement.
4. Obtain the authorized signatures of both the borrower and lender on all agreements.
5. Store all agreements in acid-free folders.
6. See blanket approval from the Archivist of the United States for all outgoing loans of permanent records to non-Federal recipients, as required by 36 CFR 1228.76.
7. Lend museum property only for official purposes.
8. Prevent museum property from being used for commercial purposes or private gain.
9. Lend objects to those institutions, organizations, and government agencies that are qualified to handle museum property.
10. Avoid making outgoing loans to individuals.
11. Document these mandatory data for all loan agreements:
 - (a) Loan Number
 - (b) Loan Type
 - (c) Duration
 - (d) Purpose of Loan
 - (e) Borrower
 - (f) Lender
 - (g) Transaction Dates
 - (h) Objects in Loan
 - (i) Insurance
 - (j) Packing and Shipping
 - (k) Loan Return Status

m. **De-accessioning Standards.** Reports of Survey due to loss, theft, damage, destruction, or abandonment (410 DM) may lead to de-accessioning. Following de-accessioning ethics standards:

1. Prohibit any BOEMRE employee from acquiring de-accessioned museum property.
2. Prohibit any employee from appearing to benefit personally in any way as a result of a de-accession action and subsequent disposition.
3. Avoid any real or apparent conflict of interest, as defined and described in 5 CFR 2635 and related supplement, "Employee Responsibilities and Conduct."
4. Hold to the principles of 41 CFR 101-43 to 101-46, which discuss use, donation, sale, abandonment, destruction, and disposal of personal property.
5. Catalog all objects proposed for de-accessioning, as appropriate to the discipline.
6. Assign a unique number to each de-accessioned item and document and maintain it at a location the bureau designates.
7. Ensure that the Property Management Officer reviews, approves, and signs all de-accessioning actions.
8. Use all proceeds that are available to the bureau from de-accession actions to acquire museum property.
9. Use these mandatory data for de-accessioning:
 - (a) De-accession number.
 - (b) List of catalog numbers and object names.
 - (c) Item count of objects.
 - (d) Designated authority name.
 - (e) Date de-accession approved.
 - (f) Disposition.
 - (g) Date disposition approved.
 - (h) Date de-accessioned.

APPENDIX 1

DEFINITIONS OF TERMS RELATED TO MANAGING MUSEUM PROPERTY

The terms listed below related to managing museum property that is used in 411 DM.

1. Accessioning is the process by which the DOI/BOEMRE formally accepts and establishes permanent ownership and/or custody for a museum object or group of objects. A single accession transaction occurs when one or more objects are acquired in the same manner from one source at one time for the museum property collection.
2. Administrative Offices is a generic phrase that includes offices, lobbies, meeting rooms, hallways, and any other nondedicated space that may house museum property. DOI Standards for managing museum property in administrative offices are in 411 DM 3.3.
3. Appraisal is (1) the practice of an expert assigning a monetary value to museum property for a specific management purpose (e.g., to designated controlled museum property, or in preparation for an exchange, loan, or deaccession); (2) The process by which the Museum Property Manager evaluates nonofficial records against the Scope of Collection Statement and review the documents for informational, artifactual, evidential, associational, and administrative value; (3) the process by which the National Archives and Records Administration (NARA) determines the value and thus the final disposition of Federal records, making them either temporary or permanent (36 CFR 1220).
4. Associated Records are all documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are or subsequently may be designated as museum property. Examples include site forms, field notes, drawings, maps photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, and reports. Associated records are such objects collected during such activities (see 36 CFR 79). These records are needed to effectively management museum property collections and should be maintained as part of those collections.
5. Authorized Parties are persons representing one or more entities, either within or outside the Federal Government, who have authority to act on behalf of their institutions.
6. Bureau includes the Secretariat, Secretarial Offices, and the bureaus, as defined in 101 DM, Organization Management, Section 2.4, Organizational Nomenclature.
7. Cataloging is the action of assigning and applying a unique identifying catalog number to an object or group of objects and completing description documentation.
8. Controlled Property is an object or objects that is especially sensitive; has high intrinsic or scientific value; is vulnerable to theft, loss, or damage; is valued at or above a threshold value established by each bureau. The catalog record must indicate that it is a controlled museum property.

9. De-accessioning is the formal procedure by which objects are permanently removed from the museum property system through exchanges, transfers, and losses.
10. Dedicated storage space is space separated from all other uses, including office space, research and other work areas, and space for storing materials other than museum property. It is free of utilities and other functions that require routine access by individuals who are not personal property staff.
11. Designated authority is a person identified by the bureau for managing museum property.
12. Document Collections are a type of museum property that includes audio-visual, electronic, and text documents.
13. Loans are objects in the temporary custody of the bureau or other parties, on either a short-term or long-term basis. Authorized parties must sign loan agreements. For the purpose of inventory, short-term incoming loans are treated like controlled property.
14. Museum object is a generic term for an item of museum property. It includes art and history objectives, archeological artifacts, document collections, and natural history specimens.
15. Museum Property Committee is a small group that advises on managing museum property.
16. Museum Records are official records that the Museum Property Manager created to manage museum property.
17. Official Records are defined by NARA in 44 USC 3301 as records that include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of data in them. Library or museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of process documents are not included.
18. Reviewing Official is the person with programmatic responsibility for managing museum property.
19. Scope of Collection Statement (SOCS) is the basic museum property planning document required by all DOI bureaus. Each bureau must have a DOI-approved SOCS. The SOCS guides the office in acquiring museum objects that contribute direction to its mission, as well as those objects that the bureau is legally mandated to preserve.

20. Standards are principles or rules that imply a model or pattern of guidance. By comparing current status with standards, the quality of conditions and practices may be determined. Standards are described in 411 DM 3.
21. Unit is a bureau organizational entity.
22. Value refers to the significance of a museum object because of its associations, monetary replacement costs, or its potential use for providing information or evidence.
23. Working and Reference Collections are specimens or objects maintained by program offices within the BOEMRE for the purpose of education, identification, or ongoing research. They are not intended for permanent long-term preservation, although some specimens may subsequently be designated museum property. Working and reference collections may or may not be maintained to the standards of museum property and may be consumed or disposed of during the analysis process. They facilitate the work of scientists who collect and process large quantities of samples or specimens for analysis and other purposes.

APPENDIX 2

LAWS AND REGULATIONS RELATED TO MANAGING MUSEUM PROPERTY

1. Freedom of Information Act, 5 USC 552.
2. Act for the Preservation of American Antiquities, June 8, 1906 (16 USC 431-433).
3. Reservoir Salvage Act of 1960, as amended (16 USC 469-469c).
4. Archeological and Historical Preservation Act of 1974 (16 USC 469-469c)
5. Archaeological Resources Protection Act of 1979, as amended (16 USC 470-aa-mm)
6. National Historical Preservation Act of 1966, as amended (16 USC 470-470t, sec. 110).
7. Bald Eagle Protection Act of 1940 (16 USC 668-668d).
8. Migratory Bird Treaty Act of 1918 (16 USC 703-711).
9. Marine Mammal Protection Act of 1972 (16 USC 1361-1407).
10. Endangered Species Act of 1973, as amended (16 USC 1531-1543).
11. Lacey Act of 1900 (18 USC 43-44).
12. Native American Graves Protection and Repatriation Act of 1990 (25 USC 3001-3013);
13. Federal Property and Administrative Services Act of 1949, as amended (40 USC 483 (b)).
14. American Indian Religious Freedom Act of 1978 (42 USC 1996).
15. Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109).
16. Federal Records Act of 1950, as amended (44 USC 3101 et seq.).
17. Disposal of Records (44 USC 3301 et seq.)
18. Curation of Federally-Owned and Administered Archeological Collection (36 CFR 79).
19. Federal Records; General (36 CFR 1220).
20. Disposition of Federal Records (36 CFR 1228).
21. Federal Property Management Regulations (FPMR, 41 CFR 101).

22. Preservation of American Antiquities (43 CFR 3).
23. Protection of Archaeological Resources (43 CFR 7).
24. Native American Graves Protection and Repatriation Act Regulations, (43 CFR 10).
25. Information Resources Management, 380 Departmental Manual.
26. Interior Property Management Directives, 410 Departmental Manual;
27. 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)).
28. 1983 Convention on International Trade in Endangered Species of Wild Fauna and Flora
29. Additional laws, regulations, and conventions specific to the BOEMRE.
30. State laws that may apply.