



United States Department of the Interior

U.S. GEOLOGICAL
SURVEY
Reston, Virginia
20192

In Reply Refer To:
Mail Stop 210

MEMORANDUM

To: Associate Director, Office of Administration
From: Ray Benjamin, Chief, Office of Management Services
Subject: Revised Bureau Plan for Managing Museum Property

Attached is the revised Museum Property Management Plan for the U.S. Geological Survey (USGS). It reflects the USGS commitment to continue to strengthen the bureau museum property program, to reconcile the disposition of the former Biological Resources Division's natural history collections with the Scope of Collection Statement for Cultural Resources, and to balance long-term management responsibilities for museum property in an austere economy. This plan updates one that originated in 1991 and correlates with policies for scientific collections that were developed by the Interagency Working Group on Scientific Collections (IWGSC) and promulgated in their foundational report of 2009. (See <http://internal.usgs.gov/gio/irm/scicollect.pdf>)

Moreover, this plan will contribute to serving the purposes of the USGS Collections Steering Committee that has been established to coordinate all USGS scientific, working, museum and non-accessioned display collections.

Attachment

DEPARTMENT OF THE INTERIOR
U.S. GEOLOGICAL SURVEY

MUSEUM PROPERTY MANAGEMENT PLAN

2014

1. BACKGROUND

With the passage of the Organic Act of March 3, 1879 (20 Stat. 394; 43 USC 31), Congress established the U.S. Geological Survey (USGS) as an exclusively scientific research organization. Through the conduct of its scientific investigations, USGS collected specimens of geology, hydrology, and paleontology. The Survey managed its scientific specimens in accordance with provisions of the Sundry Civil Act of March 3, 1879 (20 USC § 59):

“All collections of rocks, minerals, soils, fossils, and objects of natural history, archaeology, and ethnology, made by the National Ocean Survey, the [United States] Geological Survey,¹ or by any other parties for the Government of the United States, when no longer needed for investigations in progress shall be deposited in the National Museum.”²

Similarly, artifacts representing the history of those disciplines including tools, instruments, artwork and memorabilia, were maintained by organizational units operating in standard administrative office facilities located throughout the Nation. No USGS museum property program yet existed until 1991 and the bureau managed no museum facilities.

On July 23, 1990, the DOI Office of the Inspector General issued Audit Report Number 90-83, which identified accountability and control over artifacts and artwork as material weaknesses within the Department of the Interior (DOI).

As a remedy, in 1991 the USGS produced a Museum Property Management Plan in Fiscal Year (FY) 1991. That report included a museum property survey that identified a variety of bureau-owned artifacts, artwork, and official documents, which evidenced the history of the organization. This initial survey identified 314 items, comprising 175 historical artifacts, 130 pieces of artwork (for example, painted portraits of former USGS Directors and famous geologists), and nine archival documents (for example, the original commission of John Wesley Powell as Director signed by President Garfield). These items were also appraised to establish monetary values. They would become the beginning of the USGS Cultural Collection.

On July 30, 1993, the DOI Office of Acquisition and Property Management (PAM), which oversees management of museum property throughout the department, provided formal written review comments of the 1991 USGS plan expressing reservations and requiring modifications and clarifications in a revised plan due six weeks later. Citing a 1976 report of The Paleontological Society³ that listed three USGS locations among 24 major paleontological collections in North America, PAM also expressed concern that the USGS paleontological collections were not identified as museum property and requested clarification of the USGS position regarding these collections.⁴

On September 22, 1993, USGS provided PAM with a revised Museum Property Management Plan that clarified its position on its paleontological collections citing its relationship with the National Museum of Natural History (NMNH).²

¹ In 1940, Congress changed the name of the Geological Survey to include “United States.”

² The National Museum is now known as the National Museum of Natural History of the Smithsonian Institution.

³ “Fossil invertebrates: collections of North American repositories, 1976, A Report of the Paleontological Society Ad Hoc Committee on North American Resources in Invertebrate Paleontology (CONARIP), University of Iowa, B. F. Glenister, 1977, 67-pages. Page 14: Locations of the three USGS paleontological collections listed as Denver, Menlo Park, and Washington, DC.

⁴ IBID. The publication does not identify any collections as either being or not being museum property. Note page 13: “Collections of the USGS branches at Denver and Menlo Park are intimately connected with the NMNH, but are listed separately.” PAM’s inference to the contrary is not supported in the text.

By 1995 however, organizational changes within the USGS and storage capacity limitations at NMNH caused changes in the 116-year old relationship between the bureau and the museum. A Memorandum of Understanding (MOU) was signed that described how the NMNH would dispose of certain (mainly paleontological) USGS collections. Under the MOU, NMNH would select what it deemed to be valuable and would make the remainder available to other institutions that met criteria. Thus, the USGS-Menlo Park paleontological collection was transferred to the University of California Museum of Paleontology; most of the USGS-Washington, DC paleontological collection was transferred to the Virginia Museum of Natural History; and the USGS-Denver paleontological collection remained in its facility.⁵

In 1995-1996, the Secretary of the Interior reorganized the Department in several phases that resulted in moving the unit that would become known as the Biological Resources Division (BRD) from the U.S. Fish and Wildlife Service (FWS) to the USGS. Concomitantly, biological specimens that had been assets of BRD's predecessors were added to USGS. Specifically, BRD brought to USGS five significant natural history collections maintained for ongoing scientific research in academic facilities located in the geographic regions represented by the following collections:

1. Collections of the USGS Patuxent Wildlife Research Center (PWRC), Laurel Maryland, maintained by staff of the PWRC Biological Survey Unit at the Smithsonian Institution, National Museum of Natural History, Washington, DC. These collections were classified as working scientific collections and have not been accessioned as USGS museum property.
2. The Biological Surveys Collection/Fort Collins (BS/FC) comprises vertebrate fauna specimens from the southwestern United States. Collection began in the 1920s and continued until the 2010s. The collection was founded by Dr. Charles C. Sperry, with significant subsequent contributions from Dr. Robert B. Finley and Dr. Michael A. Bogan. As the growing collection's name and stewardship responsibilities changed from one federal governmental unit (including FWS) to another, its contents were moved to several locations. By 1994, the collection had been moved to its present location, the Museum of Southwestern Biology (MSB), University of New Mexico, Albuquerque, N.M., where beginning in 1996 it has been curated by USGS wildlife biologists who comprise the USGS Arid Lands Field Station (ALFS). ALFS is managed and funded from about 510 miles away by the Trust Species and Habitats Branch of the USGS Fort Collins Science Center (FORT) on the Natural Resources Research Center (NRRC) campus located in Fort Collins, Colorado.

For the benefit of researchers, the USGS BS/FC collection is being integrated with the much larger natural history collections at MSB. This process of integration has been underway for several years already and continues in 2014. (Completion is envisioned in 2016.) The BS/FC collection had been accessioned as museum property while it was managed by FWS. After being transferred to USGS, the BS/FC collection was accessioned as USGS museum property in three installments:

- o Accession 010 dated 2002 included 39,272 vertebrate specimens
- o Accession 011 dated 2003 included 200 vertebrate specimens
- o Accession 030 dated 2006 included an estimated 8,877 vertebrate specimens

USGS lists this collection in annual reports of museum property and in the Interior Collection Management System (ICMS) as Natural History Collection #1.

⁵ "Geoscience Data and Collections: National Resources in Peril," National Research Council of the National Academies, The National Academies Press, Washington, DC, 2002; p. 35. It should be noted also that NMNH continues to winnow its collections with the help of USGS biologists and paleontologists even 20 years later.

3. A collection of 2,456 vascular and non-vascular plants that is now located at the University of Colorado Herbarium, Boulder, Colorado, where it is curated by university personnel. The majority of the specimens are from Alaska, Nevada, New Mexico, Arizona, California, and Idaho. Dr. H. T. Shacklette was the major curator and contributor throughout the 1950s, 1960s, and 1970s. This collection was accessioned as USGS museum property in two installments:
 - o Accession 023 dated 2005 included 1,944 vascular plants specimens
 - o Accession 024 dated 2005 included 512 non-vascular plants specimens

USGS lists this collection in annual reports of museum property and in the Interior Collection Management System (ICMS) as Natural History Collection #2.

4. A collection of an unknown quantity of plants of unspecified identities now located at the Colorado State University Herbarium, Fort Collins, Colorado. This collection has not been accessioned as USGS museum property; therefore it is classified as a working scientific collection.
5. A collection of an unknown quantity of plants of unspecified identities now located at the University of Alaska Museum of the North (UANM), Fairbanks, Alaska. This collection has not been accessioned as museum property; therefore it is classified as a working scientific collection.

On April 30, 1998, USGS revised the Museum Property Management Plan again and re-submitted it to PAM, together with a renewed request for direct assistance, advice, and guidance.

In the year 2000, a USGS Museum Property Steering Committee (MPSC) was established.

As time passed, resource limitations caused priorities to change and delayed completion of several aspects of successive implementation plans. Correspondence records indicate that the MPSC had lapsed by 2003.

In 2011 in response to a mandate by the DOI Office of the Inspector General,⁶ USGS installed a National Museum Curator to lead the resolution of these issues. The position was filled in the USGS National Center.

During the ensuing years, additional museum property had been accessioned so that the FY 2013 inventory⁷ reported a total of 52,132 items, consisting of 50,805 natural history specimens and 1,325 cultural objects (including 1,248 historical artifacts, 76 artworks and 1 ethnological artifact). Several historic artifacts are regarded as having significant cultural value including a desk and chair used by previous Directors, the commission of John Wesley Powell as USGS Director signed by President Garfield, and a saddle used during the 1871 Hayden expedition of the western United States.

Meanwhile, NMNH now interprets 20 USC § 59 as their “right of first refusal” for collection items “offered” to them per the 1995 MOU. USGS must decide what to do with those items that it offers to NMNH that they do not accept. In 2013, USGS established the Collections Steering Committee to make such determinations. Although most such collection materials are scientific specimens, USGS museum property is considered a subset of all USGS collections.

⁶ “Corrective Action Plan, Final Audit Report, ‘Department of the Interior Accountability and Preservation of Museum Collections,’ Report No. C-IN-MOA-0010-2008,” stipulated a target date of June, 2012 to “Staff a National or Chief Curator position and adequate support staff...”

⁷ Summary of Museum Inventory as of September 30, 2013

2. PROGRAM OVERSIGHT

Beginning in 1991, oversight for the USGS museum property program has been assigned to the organizational predecessors of what in 2014 is designated as the Property Management Branch (PMB), Office of Management Services (OMS), Office of Administration. Program operational and developmental activities have been assigned to the USGS National Museum Curator in the Property Management Branch, a position filled during FY 2011. The museum property program portfolio of responsibilities includes three designated collections (underlined below).

The USGS Cultural Collection currently comprises mainly historic artifacts, artwork, and an ethological artifact. These are distributed in six locations across the country.

- USGS National Center, Reston, Virginia (1,271 objects)
- USGS offices at the Denver Federal Center, Building 810, Denver, Colorado (47 objects)
- USGS Astrogeology Science Center, Flagstaff, Arizona (1 object)
- USGS Jaggar Observatory, Hawai'i Volcanoes National Park, Hawai'i (2 objects)
- USGS Water Science Center, Tacoma, Washington (1 object)
- US Bureau of Reclamation, Snake River Visitor Center, Boise, Idaho (3 objects)

USGS Natural History Collection #1 comprises an estimated 48,349 zoological specimens collected from the southwest United States beginning in the 1920s and continuing until approximately 2013. It is a legacy from the U.S. Fish and Wildlife Service (FWS) whose biological assets and administration were transferred to the USGS in 1996. Under terms of a Memorandum of Understanding (MOU) administered by the USGS Fort Collins Science Center (FORT), Fort Collins, Colorado, this USGS collection is housed at the Museum of Southwestern Biology (MSB), University of New Mexico, Albuquerque, New Mexico. FORT and its organizational predecessors have been paying salaries of employees and expenses. MSB has a reputation as a very high quality museum that maintains its facilities to high standards. Nonetheless an evaluation in accordance with DOI Directive 14 "Facilities Checklist for Spaces Housing DOI Museum Property" needs to be conducted.

Although it is used as an institutional scientific collection of voucher specimens of vertebrates from Federal lands in the western United States, it was accessioned as USGS museum property in three installments: 39,272 specimens in 2002, 200 specimens in 2003, and an unspecified number of specimens (estimated at 8,877) in 2006. To benefit its use by researchers, the USGS collection is also being integrated with the much larger holdings of MSB. Integration is projected to be completed in November 2015. Many specimens are in frozen storage and have been for as long as thirty years. A process to remove specimens from frozen storage and prepare them for long-term non-refrigerated storage has been underway for many years. Inventories required by DOI policies are overseen by FORT.

The MOU is currently administered by the USGS Fort Collins Science Center (FORT), Fort Collins, Colorado. FORT is currently renegotiating the MOU and the parallel Cooperating Agreement with MSB to become a non-Federal Repository Agreement.

USGS Natural History Collection #2 comprises 2,456 botanical specimens collected from the western United States and Alaska beginning the 1960s. Although it is used as an institutional scientific collection, it was accessioned as USGS museum property in 2005. Under terms of a Memorandum of Understanding (MOU) signed in 2005, this USGS collection is housed at the Herbarium COLO, University of Colorado, Boulder, Colorado. To benefit its use by researchers, the USGS collection is integrated with the much larger holdings of the Herbarium COLO. While day-to-day operations are overseen by the Herbarium curator, the MOU is administered from about 1675 miles away by the USGS National Museum Curator located in Reston, Virginia. The MOU renewal period should be shortened from 25 years to five.

3. ACCOMPLISHMENTS

The USGS has been an active participant in Departmental initiatives concerning museum property through the Interior Museum Property Committee (IMPC) and several of its various working groups. USGS representatives have assisted in the development of the Interim Standards for Documentation, Preservation and Protection of Museum Property, Directives, Departmental Manual Chapter 411, the DOI Museum Property Handbook, and the Interior Collections Management System (ICMS).

An initial bureau-wide survey was completed in FY 1991 to identify items that may be museum property. This purpose was furthered by USGS participation in formulation in FY 2013 of Directive 1 "Introduction to Managing Museum Collections (Museum Property)." The stated purpose of Directive 1 is: "To identify what is and what is not museum property and to establish policy and procedures for managing DOI museum collections" Integral to the overall DOI museum program agenda was the establishment of the ICMS electronic database to catalog and monitor accessioned museum property.

In FY 1995, the USGS completed its first Scope of Collection Statement (SOCS) for its Cultural Collection, which was approved by the Department. It is revised on a regular 5-year schedule in accordance with 411 DM, most recently in 2009. It will be revised during 2014 accordingly. The SOCS for Natural History Collection #1 was approved during FY 2012. (It will be updated to reflect terms of a forthcoming new partnership agreement with the non-Federal repository that houses it.)

Appraisals were completed for the Cultural Resources collection identified in the 1991 museum property survey to assess the cultural, historic and monetary significance of reported items. In some cases, items identified in the museum property survey were found to have little or no associated value.

In addition to appraisals, the USGS placed an emphasis on completing conservation surveys of objects in the original collection of historic objects to identify objects in need of restorative treatment. The results of the appraisals and conservation surveys were then coordinated and prioritized. With the exception of museum property items associated with BRD, conservation measures were completed on all the items identified in the original survey.

New dedicated space for long-term protection and storage of the cultural collection has been created at the USGS National Center. It was engineered in FY 2013 and construction was completed in FY 2014 to adhere to (and to exceed) the environmental condition parameters of Directive 4 "Required Standards for Managing and Preserving Museum Property" and Directive 14 "Facilities Checklist for Spaces Housing DOI Museum Property."

The USGS museum property Web site that provides salient information concerning the USGS Cultural Collection is periodically updated.⁸

- Contact information
- Views of representative objects in the cultural collection.
- Views and interpretive labels of the Model A Ford (catalog number 004041)
- Answers to Frequently Asked Questions
- Related internet links

⁸ http://www.usgs.gov/aboutusgs/who_we_are/museum/

4. VISION STATEMENT AND LONG-TERM STRATEGIES

USGS collects materials to study as part of producing science. These materials range from geophysical and biological scientific specimens and associated documents to historical artifacts. USGS manages an estimated 214 working and institutional scientific collections in support of research activities. Most of these scientific collections, with the exception of two, are not classified as museum property. In accordance with the modern interpretation of the bureau's authorizing legislation,⁹ when scientific specimens not consumed in analysis, no longer required for work in progress and determined to be appropriate for long term preservation, together with associated field data, records and reports resulting from research conducted on Federal lands, are *offered* to the National Museum of Natural History of the Smithsonian Institution.

The USGS Collections Steering Committee decides what to do with items that the NMNH does not accept. USGS scientific collections are housed in many repositories nationwide including the NMNH. USGS historical and scientific documents are maintained as library collections or as official records, the ultimate repository for which is the National Archives (NARA).

The two scientific collections that are accessioned as museum property are USGS Natural History Collections #1 and #2. They comprise voucher specimens of fauna and flora representing broad areas of North America that have been collected over lengthy periods of time. As with other non-accessioned USGS scientific collections, they also serve scientific researchers.

Natural History Collection #1, which is housed at the Museum of Southwest Biology, University of New Mexico, Albuquerque, comprises 48,349 zoological specimens that are integrated with the much larger holdings of the museum. They support basic and applied research on vertebrate populations, communities and their habitats, with a focus on ecologically or politically sensitive animal populations. These investigations are intended to inform conservation, appropriate public land management, and restoration of vertebrate populations, habitats, and ecosystem function. Public access to specimen data is afforded online.¹⁰ The USGS collection includes materials collected on lands administered by the National Park Service (NPS) that are on loan from NPS as defined in 39 separate loan agreements. It is the desire of USGS to withdraw from its intermediary role between the NPS and MSB by administratively “returning” loaned materials to NPS and urging NPS to establish a direct relationship with MSB. Once cataloging is completed for the remaining accessioned USGS museum property comprising USGS Natural History Collection #1, the total number of USGS specimens and associated documents will be ascertained and will remain constant. No additional specimens will be accessioned to this collection as USGS museum property. Instead, additions will be classified as parts of scientific collections to be managed accordingly.

Natural History Collection #2, which is housed at the Herbarium COLO, University of Colorado Museum of Natural History, Boulder, comprises 2,456 botanical specimens that are integrated with the much larger holdings of the Herbarium. These specimens are available to researchers who are investigating the natural history and biodiversity of Colorado. USGS specimens are curated and their use is managed by the Herbarium staff. Public access to specimen data is afforded online.¹¹ No additions will be accessioned to this collection as USGS museum property.

⁹ The Organic Act of March 3, 1879 (43 USC 31) and the Sundry Civil Act of March 3, 1879 (20 USC § 59)

¹⁰ <http://www.msb.unm.edu/USGS/index.html>; <http://arctos.database.museum/SpecimenSearch.cfm>

¹¹ <http://cumuseum-archive.colorado.edu/Research/Botany/Databases/search.php>

Accessioned museum property in the USGS Cultural Collection, which is housed in six locations nationwide, comprises 1,325 objects that evidence the history, culture and technologies of the bureau including important achievements, events, and persons. The collection is intended to serve several audiences including employees and retirees, professional scientists from other organizations, the public including school groups and science campers, and government officials. The Scope of Collection Statement for the USGS Cultural Collection is based on this premise. Public access to an overview of the Cultural Collection is afforded online.¹² New accessions of new museum property to the USGS Cultural Collection will adhere to the Scope of Collections Statement. The USGS has no holdings or collections that would fall within the scope of the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA). There are no plans to acquire such items in future.

¹² http://www.usgs.gov/aboutusgs/who_we_are/museum/collections.asp

5. STRATEGY

This revised USGS Museum Property Management Plan has four main strategic goals.

1. Establish appropriate museum property infrastructure.¹³
2. Ensure accuracy of museum property data and integrity of collections.¹⁴
3. Provide appropriate access to museum property.¹⁵
4. Control growth and costs of collections of accessioned museum property.

The future state envisioned in this Plan is to manage USGS museum collections in concert with all other USGS collections under the auspices of the USGS Collections Steering Committee.

Natural History Collection #1 will continue to be housed at the Museum of Southwestern Biology (MSB), University of New Mexico (UNM) in order to fulfill its purpose as stated in its revised SOCS. A new non-Federal Repository Agreement will replace the prevailing agreements between USGS and MSB to include:

- Updated Collection Core Documents to reflect the new agreement to include:
 - Revised Collection Management Plans for each MSB division in which USGS houses specimens that include: Mammals; Fishes; Birds; Amphibians and Reptiles
 - Revised Scope of Collection Statement (provided by the USGS National Museum Curator)
 - Revised Emergency Management Plan (provided by MSB)
 - Revised Integrated Pest management Plan (provided by MSB)
 - Revised Security Plan (provided by MSB)
- Day-to-day curation and management of the USGS collection to be performed by a collaboration of USGS and MSB staff to include:
 - Decisions regarding loan and examination requests from researchers
 - Requests involving real or potential destructive sampling
- Compliance with DOI facilities standards to be assured by MSB.
 - Periodic facilities evaluations in accordance with Directive 14¹⁶ to be performed on site by qualified USGS representative(s)
 - Funding of deficiency remediation to be negotiated *ad hoc* between MSB and USGS
- Migration of collection catalog data to ICMS completed in accordance with DOI Directive 18¹⁷
 - The estimated 4,100 specimens and related associated field records claimed by the National Park Service (NPS) that are covered by 39 separate loan agreements to be sorted out with the result of extricating USGS from any administrative role concerning their housing
 - Cataloging to be completed in accordance with Directive 20¹⁸
- Administrative tasks to be performed by on-site USGS FORT wildlife biologists to include:
 - Conducting periodic inventorying in accordance with Directive 21¹⁹
 - Providing semi-annual Roll-Forward Analysis data to USGS National Museum Curator
 - Providing annual DOI Museum Program Management Report descriptive information and data to the USGS National Museum Curator

¹³ DOI PAM 411 DM, Directive 4 “Required Standards for Managing and Preserving Museum Property,” and Directive 14 “Facilities Checklist for Spaces Housing DOI Museum Property.”

¹⁴ DOI PAM 411 DM and Directive 20 “Cataloging.”

¹⁵ Memo from The White House Office of Science and Technology Policy, John Holdren, Director, March 20, 2014; http://www.whitehouse.gov/sites/default/files/microsites/ostp/ostp_memo_scientific_collections_march_2014.pdf

¹⁶ DOI Museum Property Directive 14 “Museum Facility Checklist for Spaces Housing DOI Museum Property”; <http://www.doi.gov/museum/policy/Museum-Directives.cfm>

¹⁷ DOI Museum Property Directive 18 “Interior Collection Management System (ICMS)” http://www.doi.gov/museum/policy/upload/Dir-18_Interior-Collection-Management-System.pdf

¹⁸ DOI Museum Property Directive 20 “Cataloging” <http://www.doi.gov/museum/policy/Museum-Directives.cfm>

¹⁹ DOI Museum Property Directive 21 “Inventory of Museum Collections”; <http://www.doi.gov/museum/policy/upload/Dir-21-Collection-Inventory.pdf>

Natural History Collection #2 will continue to be housed at the Herbarium COLO in order to fulfill its purpose as stated in its SOCS. The current MOU will be updated. Terms will include:

- Renewal period will become intervals of five years.
- Collection Core Documents revised by USGS National Museum Curator to reflect the new agreement to include:
 - Revised Scope of Collection Statement
 - Revised Collection Management Plan
 - Revised Emergency Management Plan
 - Revised Integrated Pest management Plan
 - Revised Security Plan
- Day-to-day curation and management of the USGS specimens to be performed by on-site Herbarium COLO staff.
- Compliance with DOI facilities standards to be assured by the Herbarium COLO.
 - Periodic facilities evaluations in accordance with Directive 14²⁰ to be performed on site by qualified USGS representative(s)
 - Funding of deficiency remediation to be negotiated ad hoc between the Herbarium and USGS
- Migration of collection catalog data to ICMS completed in accordance with DOI Directive 18¹⁷
 - Cataloging to adhere to Directive 20¹⁸
- Periodic inventorying in accordance with Directive 21¹⁹ to be performed by the Herbarium
- Administrative tasks to be performed by the Herbarium to include
 - Providing semi-annual Roll-Forward Analysis data to National Museum Curator
 - Providing annual DOI Museum Program Management Report descriptive information and data to the USGS National Museum Curator

The USGS Cultural Collection of accessioned museum property will continue to be housed at six locations nationwide including:

- USGS National Center, Reston, Virginia (1,271 objects)
- USGS offices at the Denver Federal Center, Building 810, Denver, Colorado (47 objects)
- USGS Astrogeology Science Center, Flagstaff, Arizona (1 object)
- USGS Jaggar Observatory, Hawai'i Volcanoes National Park, Hawai'i (2 objects)
- USGS Water Science Center, Tacoma, Washington (1 object)
- US Bureau of Reclamation, Snake River Visitor Center, Boise, Idaho (3 objects)

Collections of cultural objects that are not accessioned as USGS museum property and that are currently housed at other USGS sites will continue to be housed at these locations including:

- USGS National Geospatial Technical Operations Center, Rolla, Missouri
- USGS Menlo Park Science Center, Menlo Park, California

Collection Core Documents and catalog records are being updated to reflect recent changes in location and inventories.

Interpretive planning must balance the desire to display cultural items with the exigencies of austerity and priorities of preservation and conservation.

²⁰ DOI Museum Property Directive 14 “Museum Facility Checklist for Spaces Housing DOI Museum Property”; <http://www.doi.gov/museum/policy/Museum-Directives.cfm>

Goals and Objectives	Target Dates
1. Establish appropriate museum property infrastructure:	
<u>Complete museum property management training of bureau staff</u>	
Identify individuals with museum property responsibilities.....	Ongoing
Arrange for training through DOI and (or) other sources.....	Ongoing
<u>Assess museum property program</u>	
Assess requirements (identify current deficiencies and potential solutions) for long-term protection and storage of museum objects.....	2015
Re-establish Museum Property Steering Committee (MPSC).....	2015
<u>Develop bureau-specific policies and procedures</u>	
Develop policy on scientific collections.....	2015
Develop accession and deaccession procedures.....	2015
Develop documentation procedures for lending arrangements.....	Completed
Revise bureau facility management documents relating to 2014 relocation of museum property storage in the National Center (housekeeping, key control, security, fire protection, integrated pest management, and emergency evacuation procedures).....	Completed
2. Ensure integrity of museum property collection:	
<u>Ensure all museum repositories are in good condition</u>	Completed
<u>Establish comprehensive inventory of museum property</u>	
Accession all museum property.....	Completed
Catalog all museum property.....	Completed
Integrate MP database and property management database.....	Completed
Revise bureau Scope of Collection Statement.....	Completed
<u>Ensure compliance with applicable standards for all museum property</u>	
Complete conservation surveys to evaluate condition of museum objects.....	Completed
Complete conservation treatment to ensure stable condition of museum objects (subject to available funding).....	2020
Implement environmental monitoring program.....	Completed
Document all current loans.....	2015
3. Provide appropriate access:	
Increase public access to information about bureau museum property.....	Ongoing
Develop initial internet access to USGS museum property information.....	Completed
4. Control growth of collections of accessioned museum property	
Revise designations of scientific collections that are not accessioned as museum property.....	Ongoing
Curtail accessioning of new acquisitions at the Museum of Southwestern Biology.....	Ongoing
Correct accession records to eliminate items on loan from other institutions.....	Ongoing

6. BUDGET

In 1990, the USGS implemented museum property management under the auspices of its property management program. At that time, existing staff was able to initiate the program within the limited scope of the small USGS museum property collection of cultural artifacts. Although the scope has grown, the museum staff has been reduced to one 100% FTE, the USGS National Museum Curator. Management of USGS museum property is challenged by being distributed nationwide in eight locations: Reston National Center; Denver Federal Center, Building 810; USGS Astrogeology Science Center, Flagstaff, Arizona; Hawai'i Volcanoes National Park, Jaggar Observatory; USGS Water Science Center, Tacoma, Washington; USBR Snake River Visitor Center, Boise, Idaho; Museum of Southwestern Biology, University of New Mexico, Albuquerque; Herbarium COLO, University of Colorado, Boulder.

DOI continues to update museum property requirements including Directives that are intended to supplant 411 DM as Departmental policy. Accordingly, USGS complies with these policies as they are promulgated. Not surprisingly, rising performance standards can result in higher capital and operational costs. In order to ensure the long-term preservation and protection of museum objects as set forth in 411 DM and Directive 4 “Standards of Managing and Preserving Museum Property,” supplementary funding may be required to perform future surveys and remediation. These would include:

- Conservation surveys and appropriate conservation treatment of Natural History Collection #1
 - Geo-referencing of specimens (\$50,000)
 - Treatment of specimens from long-term frozen storage
- Conservation surveys and appropriate conservation treatment of Natural History Collection #2
- Conservation surveys and appropriate conservation treatment of several objects in the Cultural Collection that require professional expertise, for example:
 - Conservation of eight map folios by paper conservators at the NPS Conservation Laboratory (\$16,000)
 - Treatment of leather items (for example, saddles and tack for pack animals)
 - Stabilization of cloth items (for example , saddle blankets, chair sling, equipment carrying cases)
- Evaluations of storage, display, and office facilities housing museum property
 - Remediation of deficiencies discovered (for example control of light, temperature and relative humidity, security systems, pest management, fire suppression systems, etc.)
 - Suitable exhibit armatures and protection (for example, pack animal manikins, vitrines)

All USGS museum property must be documented in accordance with Directive 3 “Required Standards for Documenting Museum Property” using the Interior Collections Management System (ICMS). This requirement is further detailed in Directive 18 “Interior Collections Management System.” Correction of deficiencies could incur costs for labor and possibly for ICMS contract modifications.

- The 1,325 objects of the USGS Cultural Collection are documented satisfactorily. 1,217 of these artifacts were moved within the National Center. So ICMS catalog records must be updated.
- Although 40,121 of the estimated 48,349 specimens of USGS Natural History Collection #1 have been migrated from the database used by the non-Federal repository to ICMS,²¹ important search categories remain incomplete and the method of cataloging does not conform to DOI standards.
- Although the non-Federal repository catalog of the 2,456 specimens of USGS Natural History Collection #2 was migrated successfully in FY 2012, important search categories remain incomplete.

Directive 4 “Required Standards for Managing and Preserving Museum Property,” and Directive 14 “Facilities Checklist,” both promulgated September 21, 2012, require assessments of physical environments and the preservation and protection needs of collections. Facilities housing USGS collections need to be

²¹ “Arctos” database

scheduled for these evaluations. Additional funding may be required to complete checklists, conserve objects, and address facility deficiencies discovered during facilities evaluations.

DNA sequences obtained from an as yet undetermined number of specimens of USGS Natural History Collection #1 need to be submitted to the National Center for Biotechnology Information (GenBank)²² and cross-referenced to the respective USGS and MSB catalog numbers. This will likely involve supplementary financial support from USGS to MSB for staff labor.

In 2014, DOI invited proposals from bureaus for awards not to exceed \$50,000 to conduct museum work. USGS submitted a proposal to perform work on USGS Natural History Collection #1 pursuant to Directive 4 (namely geo-referencing and cataloging of specimens). Although DOI awarded USGS \$49,467 based on its proposal, the net amount received fell well-short of what was required due to significant post-award overhead charges. Therefore additional supplemental funding to yield a net amount of \$25,000 will be sought.

Cost savings measures being undertaken by the bureau include reducing occupancy of space, curtailing growth of the collections, restricting travel, foregoing training opportunities that occur in other cities, renegotiating partnership agreements, and improvising displays at minimal cost.

²² <http://www.ncbi.nlm.nih.gov/guide/howto/submit-data/>