



COLLECTIONS MANAGEMENT POLICY

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Museum Curator Date

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PURPOSE

The Collections Management Policy establishes rules, guidelines and procedures for the acquisition, preservation, care and management of the permanent historic collection owned by the Theodore Roosevelt Inaugural Site Foundation.

MISSION

The Theodore Roosevelt Inaugural National Historic Site (TR Site) preserves the home in Buffalo, New York where Theodore Roosevelt became the 26th President of the United States, provides opportunities for the public to understand the historic events surrounding the inauguration, and conveys the lasting significance of Theodore Roosevelt's presidency.¹

VISION

The Theodore Roosevelt Inaugural National Historic Site is a premier destination for regional, national and international visitors. As a center that brings to life the history of Theodore Roosevelt's inauguration and enduring legacy, the Site is a place to learn, exchange ideas and engage in civic discourse. Visitors understand the essence of issues faced by Theodore Roosevelt and how these issues remain relevant today.²

¹ Theodore Roosevelt Inaugural Site Foundation, *Strategic Plan, 2011-2016*, accessed 7 February 2012, http://www.trsite.org/documents/strategic_plan-2011.pdf

² Ibid.

LEGAL ORGANIZATION

On 25 May 1967, a provisional charter creating “an educational corporation under the corporate name of Theodore Roosevelt Inaugural Site Foundation” was granted by the Board of Regents for and on behalf of the Education Department of the State of New York. Valid for three years, the provisional charter:

- defined the Foundation’s purpose as “the promotion and encouragement of the establishment and maintenance of the site of the inauguration of Theodore Roosevelt as President of the United States as a public monument and national historic site”
- established the Foundation as “a nonstock corporation organized and operated exclusively for charitable and educational purposes”
- listed ten men³ as the original incorporators of the Foundation and identified them as constituting “the first board of trustees”
- empowered the board of trustees “to adopt by-laws”
- specified the terms and conditions necessary for the provisional charter to “be made absolute”⁴

On 23 May 1969, the first Cooperative Agreement was signed by representatives of the Theodore Roosevelt Inaugural Site Foundation and the National Park Service. It developed the framework by which the Theodore Roosevelt Inaugural Site Foundation oversees and manages the day-to-day operations of the Theodore Roosevelt Inaugural National Historic Site.⁵

Less than a year later, the Theodore Roosevelt Inaugural Site Foundation was granted an absolute charter by the Board of Regents for and on behalf of the Education Department of the State of New York. With the absolute charter, the Board of Regents “continued the said corporation with all its powers, privileges, and duties.”⁶

Most recently, the section of the Foundation’s absolute charter dealing with corporate purposes was amended in 2000, permitting “the Foundation to conform to the revised Regents Rule on collections management.” Per the petition submitted to the Board of Regents, the corporate purposes have been restated as follows:

- To promote and support the preservation and interpretation of the site of the inauguration of Theodore Roosevelt as President of the United States as a museum, a public monument and national historic site.
- To sponsor and promote public educational programs.

³ Thomas W. Ryan, Henry W. Bryce, W. W. Kimmins, James L. Kane, Vincent A. Daigler, Alfred H. Kirchhofer, Howard W. Clothier, Peter J. Adamski, E. Perry Spink, and Owen B. Augspurger.

⁴ *Provisional Charter of Theodore Roosevelt Inaugural Site Foundation*, issued by the Board of Regents for and on behalf of the [New York] State Education Department, dated 25 May 1967.

⁵ Under the provisions of the 1969 Cooperative Agreement and all later revisions (1982, 1988, 1997, 2002, 2007 and 2012), the FOUNDATION is charged with preserving, protecting, operating and maintaining the property.

⁶ *Absolute Charter of Theodore Roosevelt Inaugural Site Foundation*, issued by the Board of Regents for and on behalf of the [New York] State Education Department, dated 31 July 1970.

- To maintain the historic structure.
- To acquire, care for and own appropriate collections.
- To engage in fundraising, publicity and community relations.⁷

STATEMENT OF AUTHORITY

The final responsibility for the permanent historic collection lies within the auspices of the Board of Trustees of the Theodore Roosevelt Inaugural Site Foundation. From within the structure of the Board, a special committee is designated as the Collections Committee. The Collections Committee is a standing committee of the Board of Trustees, established by and accountable to the Board. With advice from the Curator and other staff members as needed, the Committee will formulate and recommend to the Trustees policies, policy revisions and actions necessary for the care and management of the Foundation's collection.

The Collections Committee shall be composed of at least three voting members of the Board of Trustees, one of whom shall be selected as Chair by the Board President. Staff will be represented on the Committee by the Executive Director, the Curator, and the Education Director/Chief of Interpretation. However, in that the Curator is responsible for making recommendations to the Committee, s/he does not have a vote at its meetings. Up to two members of the volunteer corps may be nominated to serve on the Collections Committee by the Executive Director; said nomination must be approved by the Committee Chair and the Curator. A quorum will consist of three Committee members, at least one of which must be a Trustee.

Regular Committee meetings will take place at least twice a year; extraordinary meetings can be called as necessary by either the Committee Chair or Curator. All actions of the Committee, except recommendations to deaccession objects from the permanent historic collection, shall be by majority vote. Votes to deaccession objects must be approved by a two-thirds majority. In the event of a tie vote, the matter will be referred back to the Committee for further discussion, or tabled until the next meeting. The Trustee chairing the Committee will report its actions at the next Board Meeting and request that the Board of Trustees ratify those actions.

The Board of Trustees delegates authority to Foundation staff members to administer the daily needs of the permanent historic collection. The staff member directly responsible for the care and use of the collection is the Curator, who reports directly to the Executive Director.

⁷ Memo from David W. Palmquist (Head, NYS Museum Chartering Program) to Lawrence D. Seymour (President, Theodore Roosevelt Inaugural Site Foundation), dated 20 December 2000. A copy of this document can be found among the records maintained in the Site Curator's office.

HISTORY

The Theodore Roosevelt Inaugural National Historic Site was authorized by Public Law 89-708 (80 Stat. 1101; approved 2 November 1966). This Act provided that “the Secretary of the Interior shall...acquire on behalf of the United States the real property...known as the Ansley Wilcox House, which real property is of national historic significance as the place in which Theodore Roosevelt took the oath of office as President of the United States on September 14, 1901, following the assassination of President William McKinley.”⁸ In that the Interior Department/National Park Service acquired only “the real property...known as the Ansley Wilcox House” and that real property is generally defined as “[l]and, buildings, and whatever is attached or affixed to the land,”⁹ it has been long understood that most of the permanent historic collection housed at the Theodore Roosevelt Inaugural National Historic Site is owned by the Theodore Roosevelt Inaugural Site Foundation, not the Federal government.¹⁰

When the Theodore Roosevelt Inaugural Site Foundation was established in 1967, the top priority was the restoration of the former Ansley Wilcox House.¹¹ Thus, early collecting efforts focused on furnishings, as delineated in the 1967 Master Plan: “The National Park Service will encourage the operating organization to build a museum collection limited to furnishings in the house in 1901, or their equivalent, and objects directly related to the interpretive theme and subtheme.”¹² In response to a very public campaign within the Buffalo community, various original furnishings as well as many period items were offered to and acquired for the TR Site. It is important to realize that, during these early years, the Foundation operated under aegis of the long-established Buffalo and Erie County Historical Society (BECHS). Collecting activities fell under the “managerial functions” performed by BECHS,¹³ while the (TR Site/Foundation) Curator was “responsible for the overall operation” of the facility.¹⁴ As such, artifact donations were documented by BECHS, which also loaned items from its own collection to augment the

⁸ It is also significant to note that the original enabling legislation stipulated that: “The Secretary shall provide...for the operation and maintenance, *at no expense to the United States* of such property as a national historic site for the inspiration and benefit of the people of the United States [emphasis added].”

⁹ <http://jurist.law.pitt.edu/dictionary.htm#sectR> (accessed 3 May 2010).

¹⁰ It should be noted that NPS retains ownership of the archaeological materials excavated on the property, as well as those objects that were purchased with federal funds or transferred from other NPS Sites; as of 9 February 2012, fewer than 50 objects fit into the latter category. See also the *Scope of Collection Statement* prepared for and approved by NPS in 2010.

¹¹ For a history of the structure, refer to the 2006 *Historic Structure Report: Ansley Wilcox House/Theodore Roosevelt Inaugural National Historic Site* written by Lance Kasparian (Historic Architecture Program/Northeast Region/National Park Service/U.S. Department of the Interior/Lowell, MA).

¹² U.S. Department of the Interior/National Park Service, *A Master Plan for Ansley Wilcox House National Historic Site, Buffalo, New York* (approved 18 September 1967), page 1. On the same page, the park’s interpretive theme is defined as “...the inauguration here of President Theodore Roosevelt and the meaning of this event to our nation. The history of the house and its owners is a subtheme, as is Roosevelt’s conservation interests and achievements.”

¹³ *Interpretive Prospectus – Theodore Roosevelt Inaugural National Historic Site*, prepared by Walter S. Dunn, Jr. (Director, Buffalo and Erie County Historical Society), approved by George A. Palmer (Acting Director, Northeast Region/National Park Service) on 26 August 1970; page 2.

¹⁴ *Ibid.*, 21.

TR Site's nascent furnishings collection.¹⁵ The confusion engendered by the early Foundation/BECHS relationship has vexed collections personnel at both museums for decades and, despite various attempts to resolve issues of ownership, has yet to be fully sorted out.¹⁶

Accession files from the mid-to-late-1970s suggest that it was about this time that the Foundation began to assert more control over its collection and develop a numbering system analogous to, but independent from, BECHS'. However, limited funding dictated that staffing at the TR Site was minimal (at best), and quotidian tasks associated with keeping the museum's doors open to the public were more pressing than many collections-related activities.

With the passage of Public Law 96-607 in 1980, the Theodore Roosevelt Inaugural Site Foundation was, for the first time, eligible to receive a portion of its operating budget from the federal government.¹⁷ Shortly thereafter, "in response to friendly pressure from its public, [the Foundation] undertook to restore and refurnish the southeast bedroom as Mrs. Wilcox's bedroom." This project generated numerous donations of period furnishings and household items, although most had no direct connection to the Wilcox family.¹⁸

About the same time, as evidenced by staff listings in TR Site newsletters, the number of employees began to slowly increase. An "Assistant Curator" position was created by the fall of 1981, and an "Education Director" was added within the year. With additional personnel, more time was available to devote to collection-related matters. However, during this period, it was not uncommon to use accession numbers to track general museum property. For example, accession numbers were routinely assigned to miscellaneous office equipment. Similarly, more than one hundred teacups, saucers, and luncheon plates donated solely for fundraising purposes were accessioned and labeled.¹⁹

In the summer of 1990, a brief document called "Collections Management Guidelines" was put together by the National Park Service Collections Accountability Team.²⁰ Designed "to make the cataloging of objects at the Theodore Roosevelt Inauguration Site [*sic*] both more accurate and more efficient," the document introduced a more formal plan for tracking donations to the historic collection. The structure was an adaptation of that used by NPS to track its object

¹⁵ Ibid., 11. Interestingly, this document asserts that "donations [of furniture and other accessories] are being made to the Buffalo & Erie County Historical Society which will loan them to the site."

¹⁶ The most recent effort to resolve these issues took place in 2007. A report was generated listing each of the objects whose ownership/status is in question and summarizing the available documentation found in BECHS and/or Foundation files. Disposition recommendations were made by – and general consensus was reached by – curatorial staff at both the TR Site and BECHS. When the agreed-upon disposition recommendations could be carried out by curatorial staff, they were. However, many of the recommendations require approval at the Collections Committee/Board level of both institutions.

¹⁷ Signed by President Jimmy Carter on 28 December 1980, Public Law 96-607 provided that: "...the Department of the Interior share in any fiscal year of the annual operating costs of the Theodore Roosevelt Inaugural National Historic Site shall not exceed two-thirds of such operating cost." During FY2012, the Theodore Roosevelt Inaugural Site Foundation will receive 47.8% of its operating budget from the National Park Service.

¹⁸ David H. Wallace, *Historic Furnishings Report: The Ansley Wilcox House and Its Furnishings* (Harpers Ferry, WV: U.S. Department of the Interior/National Park Service/Harpers Ferry Center, 1989), 93.

¹⁹ See back issues of *The Columns* (TR Site Newsletter) from Spring, Fall, and Winter of 1982.

²⁰ This document can be found among the records maintained in the Site Curator's office.

collections and relied on five elements: an Accessions Log Book; an Accessions File; a Catalog File; a computerized Catalog Database; and a computerized Donor Database.

Both databases were created using the d-Base III+ system. Within the catalog database, the 1990 Guidelines introduced the idea of “Associated Periods” in order to identify and “locate all items on a given subject” within the collection. Based on an informal survey of the Foundation’s holdings, the resulting list of Associated Periods provides insight into the types of objects that could be found in the collection at the time:

- AW [Ansley Wilcox] Family
- AW General
- AW Residence 1883-1833
- Barracks 1838-1845
- Buffalo
- Childhood
- History
- Interim 1846-1883
- Interim 1934-1937
- Lifestyles, Home
- Lifestyles, Personal
- Literature
- MC [McKinley] Assassination
- MC General
- MC Presidency
- Pan American Exposition
- Presidential History
- Restaurant 1937-1959
- Restoration 1960+
- Spanish-American War
- TR 1882-1901
- TR Family
- TR General
- TR Inauguration
- TR Post Presidency
- TR Presidency
- TR Rough Rider
- Western NY

Loosely based on NPS guidelines, a Scope of Collections Statement was developed by the Site’s Curator in the summer of 1999.²¹ Although no evidence suggests that this document was approved by NPS, it is notable in that it provides the first delineation of the museum’s Collecting Priorities.

Those Collecting Priorities formed the basis for the TR Site’s first Collections Management Policy, drafted by the Curator²² and adopted by the Board of Trustees on 17 August 2000. Among other things, the Policy created a Collections Committee while also defining acquisition, preservation, public access and deaccessioning standards. At about the same time, the original d-Base III+ databases were replaced with PastPerfect Museum Software.²³

²¹ This document can be found among the records maintained in the Site Curator’s office.

²² Following the retirement of long-time Curator Doris Ursitti, the position was filled by Lenora Henson (starting in December of 1999).

²³ Note that museum collections owned by the National Park Service are catalogued using an NPS-specific program (ANCS, and its successors). Since the Foundation does not have access to this software, these records are

Collections management efforts since 2000 have focused on improving intellectual control, access, and storage conditions. Following the Foundation's 2008-09 Carriage House construction project, it is estimated that more than 90% of collections objects have a catalog record in PastPerfect. Cataloguing the collection has made it inherently more accessible. However, ongoing efforts to more-effectively share the Foundation's holdings with a broader audience include – in addition to traditional exhibits – the development of web-based “virtual exhibits” and an award-winning Behind-the-Scenes tour series. With the completion of the Carriage House project in 2009, the permanent collection was moved to a new, purpose-built storage space.²⁴ The new space includes more appropriate and efficient storage units (compact shelving and flat file drawers, for example) and allows for better climate control and a higher level of security. Notably, it also provides adequate space for the future growth of the collection.

maintained through an agreement with the Northeast Museum Services Center (NMSC) and the information is provided to the Foundation in an alternate electronic format.

²⁴ In addition to housing Foundation-owned collections, the new storage space is used to house archaeological material owned by NPS. As such, NPS provided assistance in designing the space. See: Alice Newton, *Collection Storage Plan: Theodore Roosevelt Inaugural National Historic Site* (Harpers Ferry, WV: U.S. Department of the Interior/National Park Service/Harpers Ferry Center, 2006).

SCOPE OF COLLECTIONS

The Theodore Roosevelt Inaugural Site Foundation's collection is comprised of historical objects and artifacts which are used to furnish the former Ansley Wilcox home, included in both long-term and short-term exhibits, and featured in other mission-driven programming.

COLLECTING PRIORITIES

Based on an assessment of the Theodore Roosevelt Inaugural Site Foundation's existing holdings, the following prioritized list delineates the types of items that are appropriate additions to its collections:

CATEGORY I

- a) Objects having a documented association with Theodore Roosevelt's 1901 presidential inauguration
- b) Objects having a documented association with the Ansley Wilcox residence at the time of Theodore Roosevelt's 1901 inauguration
- c) Objects having a documented association with Theodore Roosevelt during his presidency (1901 – 1909)

CATEGORY II

- a) Objects having a documented association with Theodore Roosevelt during the years before/after his presidency (1858 – 1901/1909 – 1919)
- b) Objects having a documented association with Ansley Wilcox (1856 – 1930), his immediate family, and their residence at 641 Delaware Avenue
- c) Objects having a documented association with William McKinley's assassination and death
- d) Objects having a documented association with Buffalo's Pan-American Exposition (May - November, 1901)

CATEGORY III

- a) Objects having a documented association with the early history of the Ansley Wilcox residence (circa 1838 – 1883)
- b) Objects having a documented association with Kathryn Lawrence's Dining Rooms (circa 1937 – 1959)

CATEGORY IV

- a) Records and documents associated with the community effort to restore and establish the Theodore Roosevelt Inaugural Site (circa 1960 – 1971)
- b) Records which document the history and administration of the Theodore Roosevelt Inaugural Site (including those of the National Park Service and the Foundation)

CATEGORIES OF COLLECTIONS

The Curator will consider materials offered to or acquired by the Foundation for inclusion in holdings of differing scopes and purposes. Items in each of these holdings must meet the Foundation's Acquisition Criteria (listed separately) and will be managed according to professional museum standards. The Foundation's holdings are classified under the following primary divisions:

Permanent Historic Collection – includes all accessioned objects that have been acquired for preservation, exhibition and programmatic purposes in fulfillment of the Foundation's Mission Statement. These objects are considered historically significant and meet the Foundation's Collecting Priorities. The highest degree of care and documentation is given to these objects and the highest degree of accountability is attached to this collection. Objects in the permanent historic collection require formal deaccession procedures before removal.

Furnishings Collection²⁵ – includes period and reproduction furniture items as well as decorative elements and "soft furnishings" (curtains, blinds, chairs covers, cushions, floor coverings, etc.) that do not meet the Foundation's Collecting Priorities and may be used to furnish the TR Site's public spaces. These objects are neither accessioned nor considered to be part of the permanent collection. In that many of these objects (especially the "soft furnishings") are subject to a higher-than-usual level of wear and tear, they are considered replaceable. However, removal or disposal of such objects requires approval from the Executive Director.

Library Collection – includes books and other secondary-source materials that generally meet the Foundation's Collecting Priorities and have been acquired to assist with in-house research and study. These materials are not accessioned, but acquisitions are recorded and removal or disposal of such objects requires approval from the Executive Director.

²⁵ Between 2000 and 2011, a number of objects were deaccessioned and transferred to the Site's "general use collection." This "furnishings collection" should be considered to be a more precisely-defined successor to that terminology.

ACQUISITION CRITERIA

The Theodore Roosevelt Inaugural Site Foundation only acquires objects for its collections with the intention of retaining and preserving them for the long term. As such, the following criteria must be met before the Foundation acquires any object by any means:

- The conveyor of the object(s) will sign a Temporary Custody Receipt and Deed of Gift declaring that s/he is the legal owner or authorized agent for the legal owner of the object(s).
- Proposed acquisitions shall be free of donor-imposed restrictions unless such restrictions are agreed to in writing by the Collections Committee and the Board of Trustees.
- The Foundation shall not pay for an appraisal of any proposed acquisitions, nor shall proposed acquisitions be appraised by a trustee, staff member, or any other person closely associated with either. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the act.)
- The Foundation must be capable of housing and caring for the proposed acquisition according to generally accepted professional standards.
- The object is not hazardous (e.g., toxic, radioactive, explosive, moldy or infested) to people or property.
- There is no reason to believe that the object has been illegally imported into the United States or illegally collected within the United States.

ACQUISITION METHOD: GIFT

Persons wishing to donate museum items or archival materials will be referred to the Curator.

Using a Temporary Custody Receipt form, the Curator or other designated staff member shall receive objects or materials that appear to meet the Foundation's Collecting Priorities and Acquisition Criteria.

The Curator will report on newly-received material at each Collections Committee meeting. In light of the Foundation's Collecting Priorities and Acquisition Criteria, the Committee will review the materials offered and recommend that the Foundation accept or refuse all or part of the potential gift.

The Curator shall secure a Deed of Gift for those objects that are accepted into the collection and ensure that objects not accepted are returned to the owner or disposed of in accordance with the terms set out in the signed Temporary Custody Receipt.

ACQUISITION METHOD: BEQUEST

Notifications of bequests involving tangible personal property shall be referred to the Executive Director and/or the Curator.

The Foundation reserves the right, at the discretion of the Executive Director, to refuse bequests of tangible personal property that do not meet the Foundation's Collecting Priorities and Acquisition Criteria.

If a bequest of tangible personal property appears to meet the Foundation's Collecting Priorities and Acquisition Criteria, the Curator shall receive those objects or materials using a Temporary Custody Receipt form.

The Curator will report on any bequests at each Collections Committee meeting. In light of the Foundation's Collecting Priorities and Acquisition Criteria, the Committee will review the materials offered in the bequest and recommend that the Foundation accept or refuse all or part of the bequest.

The Curator shall secure a Deed of Gift for those objects that are accepted into the collection and ensure that objects not accepted are returned to the owner or disposed of in accordance with the terms set out in the signed Temporary Custody Receipt.

ACQUISITION METHOD: PURCHASE

The current priority of the Foundation is to encourage donation of objects appropriate for inclusion in the collection.

The Curator may purchase items for the Foundation's permanent historic collection without obtaining prior approval from the Collections Committee only if all of the following conditions are met:

- The object/objects meet the Foundation's Collecting Priorities and Acquisition Criteria, as described in other sections of this document.
- The Executive Director has been consulted and approves the purchase.
- Funding is available and the purchase price does not exceed any of the following:
 - One thousand dollars (\$1,000) total.
 - The entire balance (100%) of the temporarily restricted fund designated for the acquisition, preservation, protection or care of the permanent historic collection.
 - 0.1% of the Foundation's annual operating budget.
- All such purchases are reported to the Collections Committee at its next meeting.

Proposed purchases that do not meet the above criteria shall be reviewed by the Collections Committee, and require approval from both the Committee and the Board of Trustees.

ACQUISITION METHOD: LOAN & COPY

The Foundation may temporarily accept objects, archival materials or photographs with the intention of making replicas.

If the object meets the Foundation's Collecting Priorities and Acquisition Criteria, the copy of the object may be added to the collection.

It is the responsibility of the Curator to ensure that the object to be replicated is returned to the lender in a timely manner and in the same condition as it was received.

ACQUISITION METHOD: FIELD COLLECTION

In keeping with federal law, all archeological artifacts and specimens collected as a result of scientific excavations on the grounds of the Theodore Roosevelt Inaugural National Historic Site are the property of the National Park Service and shall be managed according to its policies and procedures.²⁶

Uncontrolled surface collecting is an unacceptable form of collection and objects obtained in this manner cannot be added to the collection without approval from the Collections Committee.

ACQUISITION METHOD: GIFTS FROM UNKNOWN DONORS

Unsolicited gifts of historic objects from unknown donors will be referred to the Curator.

If the objects meet the Foundation's Collecting Priorities and Acquisition Criteria, it will be assumed that the sender intended the objects as a gift; they will then be referred to the Collections Committee and treated as such.

If the objects are accepted, the Curator will accession the objects and include in the accession record a clear explanation of the circumstances of their receipt.

If the donation is refused, it will be considered a non-collection item.

ACQUISITION METHOD: NON-COLLECTION ITEMS

Non-collection items such as library reference material, equipment, supplies, reproductions and objects donated for developmental purposes are considered donations to support and further the Foundation's objectives.

Non-collection items will not be accessioned, will be regarded as expendable, and no commitment will be made for their permanent use or preservation. Such items may be disposed of at the discretion of the appropriate staff member(s).

²⁶ See the *Scope of Collection Statement* prepared for and approved by NPS in 2010.

If an object that may meet the Foundation's Collecting Priorities and Acquisition Criteria is offered as a gift for developmental purposes, it will be reviewed by the Curator. If appropriate, the donor will be asked to give the object for inclusion in the collection rather than for resale or general use.

DEACCESSIONING

The Theodore Roosevelt Inaugural Site Foundation recognizes that it holds collections in the public trust and therefore that the process of deaccessioning – the removal of an object from its permanent collection – shall be undertaken with the greatest possible care and consideration, and shall be consistent with the highest legal and ethical standards.

When used properly and judiciously, deaccessioning will help the Foundation to define its mission, plan for the future, and strengthen the quality of the collection over time.

DEACCESSIONING CRITERIA

In order to be considered for deaccessioning, objects must not only be fully and legally owned by the Foundation, but also free from donor-mandated restrictions.

No donated material shall be considered for deaccessioning until at least two years have passed since the date of its acquisition. (See U.S. Tax Reform Act of 1984 and Internal Revenue Service regulations relating to the act.)

Deaccessioning may be proposed if one or more of the following conditions are met:

- The object is inconsistent with the Foundation’s stated mission.
- The object is inconsistent with the Foundation’s Collecting Priorities and/or Acquisition Criteria.
- The object has failed to retain its identity or authenticity.
- The object has been lost or stolen, and has been missing for more than two years.²⁷
- The object has deteriorated beyond usefulness.
- The object is redundant.
- The object presents a hazard to people or other collection items.
- The object’s preservation and conservation needs are beyond the capacity of the institution to provide.
- The object is being repatriated or returned to its rightful owner.
- The object is being returned to the donor, or the donor’s heirs or assigns, to fulfill donor-imposed restrictions on the object which the Foundation is no longer able to meet.

²⁷ Although an object is already physically missing from the collection, the deaccessioning process formally acknowledges that fact, formally informs the Board of Trustees of the fact, and requires that collection records be updated appropriately.

DEACCESSIONING PROCEDURES

Deaccession recommendations will be prepared by the Curator and presented to the Collections Committee.

All deaccession recommendations must be in writing and include:

- Accession number and description.
- Acquisition information including date of acquisition (if known); name and address of donor or vendor (if known); certification by the Curator that no restrictions exist in the records.
- Justification for the proposed action with reference to the Deaccessioning Criteria.
- Recommended means of disposal.

Deaccession recommendations must be approved by a two-thirds majority of the Collections Committee and ratified by the Board of Trustees. If the Trustees approve the request to deaccession, the Curator will carry out the disposal.

In considering alternatives for the disposal of deaccessioned objects, the Curator and Collections Committee shall take into account the basis for the deaccession recommendation, as well as the best interests of the Foundation, the public it serves, and the public trust it represents.

Deaccessioned objects may be disposed of as follows (listed in order of preference):

- Administrative transfer to a more appropriate department at the Theodore Roosevelt Inaugural Site.
- Transfer, exchange or sale to an appropriate tax exempt institution.
- Sale at public auction.
- Witnessed destruction is the least-desirable alternative, but is permitted if all reasonable efforts have been made to dispose of the object through other methods, or the object is hazardous/poses a danger to other collections or to the staff.

Deaccessioned objects may not be acquired by Foundation staff, Trustees, members of the Collections Committee, or their immediate families.

Proceeds derived from the sale of any property from the collections of the Theodore Roosevelt Inaugural Site Foundation shall be placed in a temporarily restricted fund to be used only for the acquisition, preservation, protection or care of the permanent historic collection. Under no circumstances shall proceeds be used for operating expenses or for any purpose other than acquisition, preservation, protection or care of the permanent historic collection.

The Curator shall maintain a complete record of all deaccessioned material. These records will be retained permanently.

LOANS

When assured that proper care and protection shall be provided, the Foundation may borrow or lend objects to promote public education through study and exhibition.

Objects or archival materials will be borrowed or loaned only for the purposes of study, exhibition, or conservation treatment.

Loans must be formalized by written agreement between the Foundation and the borrower/lender. Loan forms pertaining to objects leaving or entering the institution are completed and signed by both the lender and borrower, kept on file in the Curator's office and reviewed on a regular basis.

Loans will not be authorized for a period of more than one year, but may be renewed after review and approval by the Curator and/or Executive Director.

The Foundation does not generally accept long-term or indefinite loans from individuals, preferring instead to arrange for donation of such items to the permanent collection. Approval of the Collection Committee and the Board of Trustees is necessary to make exceptions to this policy.

OUTGOING LOANS

Loans shall not be made to private individuals.

Loans shall only be made to a historical society, library, museum or other organization after careful consideration of the physical stability of the object and the ability of the borrower to provide proper care, environment and security.

Borrowing institutions must provide a certificate of insurance for an all risk, wall-to-wall fine arts policy covering the items at the value established by the Foundation. The coverage must be in effect for the duration of the loan, including transit to and from the borrowing institution and while on the institution's premises. If the item is of minimal value, the Curator or Executive Director may waive insurance requirements.

INCOMING LOANS

Incoming loans shall be accepted from individuals, institutions, or businesses for exhibition or current research. The Foundation cannot store or maintain objects belonging to others that are not required for exhibition or ongoing research.

Prior to approving an incoming loan, the following criteria must be met:

- The Foundation has determined that it can afford the estimated cost of exhibition, storage, security, transportation, collection maintenance, and/or all risk, wall-to-wall fine arts insurance on the object(s) at the value established by the lender unless the lender waives insurance requirements in writing.

- The Foundation can provide the care and protection normally expected in a museum environment.
- The Foundation can and is willing to meet any restrictions the lender has placed on the object(s).
- The lender will declare in writing that the lender owns the object(s). The Foundation will not borrow from a party other than the owner.

UNCLAIMED/UNDOCUMENTED PROPERTY

Like many museums, the Theodore Roosevelt Inaugural Site Foundation possesses objects that fall into the following categories:

- Unclaimed Property: objects that arrived at the TR Site under the auspices of a loan agreement that has since expired, or objects that were loaned to the TR Site for an indefinite period of time (so-called “permanent loans”)
- Undocumented Property: objects that, despite having searched available records, the TR Site is unable to determine who the lender, donor, or owner is (so-called “found in collection” items)

It should be noted that New York State Law (Section 233-aa of the New York State Education Law; effective 4 September 2008) closely regulates how this property may be handled.

It is also important to recognize that the provisions of this Collections Management Policy are designed to preclude future additions to either category.

CARE AND PRESERVATION OF COLLECTIONS

The Theodore Roosevelt Inaugural Site Foundation acknowledges its obligation to protect its collections, which are held in the public trust. Therefore, the Foundation shall act to the best of its ability, according to the following guidelines:

- A stable environment for objects in storage or on display shall be maintained by protecting them from the various agents of deterioration, including excessive light, heat, humidity and dust. The environmental needs of different materials shall also be considered.
- Collections objects and records shall be handled according to professional standards.
- All materials shall be protected against theft, fire and other disasters by a security system. The development of a written disaster plan is a priority.
- When practicable, collection records shall be made redundant and stored in at least two locations or formats.
- When deemed necessary and appropriate, conservation of materials shall be undertaken with the advice of a trained conservator.
- The Curator shall maintain permanent records pertaining to the Foundation's collection. Such records include, but are not limited to: Temporary Custody Forms; Deeds of Gift; relevant correspondence; conservation reports; deaccession records; outgoing loan agreements; appraisals; and a record of the Collections Committee's actions.
- Inventories and location records shall be kept up-to-date to facilitate public access and prevent loss.

PUBLIC ACCESS

The Foundation shall make research materials in its possession available to legitimate researchers with legitimate justification, but with the following stipulations:

- Physical access to artifacts in the permanent history collection must be pre-arranged with the Curator. The availability of human and financial resources may be restricting factors.
- Inventories, relevant files and the assistance of a staff member shall be available to all researchers.
- All researchers should be prepared to present photo identification and must read, fill out, and sign a Researcher Registration Form.
- Recognizing that more specific physical access may not always be possible or in the best interest of collection pieces, the Curator may limit the use of certain fragile or unusually valuable materials.
- Regarding photographic and xerographic reproduction:
 - Each researcher shall sign a Request for Copies form containing a notice of copyright restrictions before copies are made.
 - Copies may not be used "for any purpose other than private study, scholarship or research" (United States Copyright Law, Title 17).
 - Reproduction by the Foundation in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.
 - All prices for copying shall be determined by the Collections Committee.
 - In some cases, the Foundation may refuse to allow copies to be made because of the physical condition of the materials, restrictions imposed by the donor, copyright law, or right-to-privacy laws.
- A fee may be charged for research work done to meet requests; the amount shall be set by the Collections Committee.
- The Foundation may refuse access to an individual researcher who has demonstrated such carelessness or deliberate misconduct as to endanger the safety of the materials.

The Foundation is committed to bringing to the public information culled from its documents, photographs, artifacts and oral histories through exhibits, public programming, and publications.

ETHICS & PERSONAL COLLECTING

All employees and Trustees of the Theodore Roosevelt Inaugural Site Foundation, as well as members of its Collections Committee, will observe accepted ethical standards regarding their work and access to the Foundation's collections. Employees, Trustees and members of the Collections Committee hold their positions as a public trust, and any effort to realize personal gain through official conduct is a violation of that trust.

The acquisition, maintenance, and management of a personal collection by Foundation employees, Trustees or Collections Committee members, though not unethical, can create ethical questions. To avoid the appearance of any conflict of interest, the Foundation has created the following policies regarding personal collecting:

- Foundation employees, Trustees, members of the Collections Committee and their immediate families may not acquire objects de-accessioned from the Foundation's collection.
- Foundation employees, Trustees and members of the Collections Committee may not use their affiliation with the TR Site to promote personal collecting.
- Foundation employees, Trustees and members of the Collections Committee may not deal commercially in objects similar or related to the objects collected by the Foundation. For the purposes of this Policy, a dealer is defined as someone who buys and sells objects for profit on a regular basis.
- Foundation employees, Trustees and members of the Collections Committee may not compete with the Foundation in any personal collecting activity. Any individual item acquired by an employee, Trustee or member of the Collections Committee that is related to the Foundation's collections and purchased for a price in excess of \$250 must be reported to the Executive Director within 30 days of acquisition. The Foundation has the right to acquire any object so reported, at the price paid by the employee, Trustee or Collections Committee member. The object in question will be brought to the attention of the Collections Committee at its next meeting and the question of acquisition by the Foundation will be settled within 90 days of disclosure. If the person originally purchasing or collecting the object is a member of the Collections Committee, s/he will excuse herself/himself from all discussion and voting pertaining to the object.
- The Foundation's right to purchase personally collected objects does not extend to objects acquired prior to an employee's employment at the TR Site, prior to a Trustee's election to the Board, prior to a Committee member's appointment to the Collections Committee, or prior to the adoption of this Policy. This Policy also does not apply to the purchase of books and materials that are readily available on the open market.
- Genuine personal gifts or inheritances an employee, Trustee or member of the Collections Committee receives are generally exempt from the above disclosure and right-to-acquire rules. Exceptions pertaining specifically to members of the collections staff are set forth below.

Given their close and regular involvement with the Foundation's collections, the Curator and his/her staff (including volunteers and interns working with the collection) shall also adhere to the following requirements:

- At the time of their employment (or, for existing employees, within 90 days of the adoption of this Policy), collections staff shall disclose their personal collecting interests to the Executive Director.
- If a member of the collections staff holds a personal collection containing objects similar or related to the objects collected by the Foundation, s/he shall submit an inventory of those collections to the Executive Director and update that inventory annually.
- Genuine personal gifts or inheritances received by members of the collection staff are exempt from the above right-to-acquire rules, but must be disclosed to the Executive Director.

REVIEW

The development of the Collections Management Policy and the maintenance of this document are the responsibility of the Theodore Roosevelt Inaugural Site Foundation's Curator, who may call upon the Collections Committee or other staff members for assistance as needed.

The Collections Management Policy must be approved by the Collections Committee and the Board of Trustees.

The Collections Management Policy is subject to a comprehensive review every five years. However, recommendations for changes or additions may be made at any time to the Curator and, upon approval from the Collections Committee and the Board of Trustees, the Policy will be revised and updated.

ADDENDUM

The Board of Trustees of the Theodore Roosevelt Inaugural Site Foundation recognizes that, in accordance with the Rules established by the New York State Board of Regents (Section 3.27), it is obligated to:

- Ensure that collections or any individual part thereof and the proceeds derived therefrom shall not be used as collateral for a loan; and
- Ensure that collections shall not be capitalized.

Prepared/Recommended by: Lenora M. Henson 28 Sept 2012
Museum Curator Date

Approved by Collections Committee: Patricia A. Hain 1/17/13
Committee Chair Date

Adopted by Board of Trustees: Stanley H. Anderson, Jr. 2/22/13
Board President Date

DIGITAL ACCESSIONS ADDENDUM

The Theodore Roosevelt Inaugural Site Foundation may acquire images and objects in digital form for its Permanent Historic Collection. This policy governs how such files may be acquired and stored.

ACQUISITION OF DIGITAL MATERIALS

Where the digital file is a copy of an original item such as a photograph, the Foundation will seek to acquire the original. When this is not possible or feasible, records may also be acquired in digital form.

Digital files, whether original or scanned, are covered by the Foundation's Collections Management Policy in the same way as physical media and as such must meet the same Collecting Priorities and Acquisition Criteria for acquisition.

The Curator will report on newly-received material at each Collections Committee meeting. In light of the Foundation's Collecting Priorities and Acquisition Criteria, the Committee will review the materials offered and recommend that the Foundation accept or refuse all or part of the potential gift.

The Curator shall secure a Deed of Gift and a Terms of Use agreement for those items that are accepted into the collection. If the donor does not wish to cede exclusive use copyright to the Foundation, the terms and conditions for non-exclusive copyright will be carefully noted.

CARE AND PRESERVATION OF DIGITAL MATERIALS

Scanned images should be saved as TIFF files using no compression. JPEGs are acceptable, but should be saved at the highest quality. Other acceptable file formats for inclusion are MPEG, TXT, and PDF. As much as possible, the following specifications should be used for digital materials accepted into the collection:

- Photographic material (5" x 7" or larger): 600 dpi, 48-bit color
- Photographic material (smaller than 5" x 7"): 1200 dpi, 48-bit color
- Textual documents: 600 dpi, 24-bit color

Once a digital file is accessioned, it must not be further altered (other than changing of file name in order to conform with cataloguing standards). Digital files will be stored within the framework of the Foundation's collections management software and housed on the Foundation's server. Security settings on the software will be used to limit file access to curatorial staff only. Accessioned materials on the server will be backed up on a regular basis. Remote or off-site back-ups may also be used to secure the digital materials.

The steps outlined above and the existing procedures for backing up data held on the server(s) will, it is hoped, ensure the preservation of the electronic records. Hardware/software

obsolescence may eventually render them unreadable. Therefore, the Curator will frequently review digital storage mediums and facilitate any migration of accessioned digital files to compatible future format (hardware/software) that is deemed necessary.

Prepared/Recommended by:	<u>Lenora M. Henson</u>	<u>29 April 2015</u>
	Museum Curator	Date
Approved by Collections Committee:	<u>Patricia A. Hair</u>	<u>4/29/2015</u>
	Committee Chair	Date
Adopted by Board of Trustees:	<u>Mark A. Gagnier</u>	<u>5/12/2015</u>
	Board President	Date

Institutional Archives Addendum

The Theodore Roosevelt Inaugural Site Foundation's institutional archives consists of documents and materials containing its history. The Foundation continues to generate similar materials as part of its day-to-day operations and will therefore require continued discernment of what to include in the institutional archives. This policy provides guidelines for the organization and storage of current materials and the acquisition of additional materials.

Statement of Authority

The final responsibility for the institutional archives lies within the auspices of the Board of Trustees of the Theodore Roosevelt Inaugural Site Foundation. From within the structure of the Board, the Collections Committee (as defined by the overall Collections Management Policy) is responsible to formulate and recommend to the Trustees policies, policy revisions and actions necessary for the care and management of the Foundation's institutional archives, with advice from the Collections Department staff and other staff members as needed. The Board of Trustees delegates authority to the Foundation's Collections Department staff to administer these policies and to provide for the daily needs of the institutional archives.

The Collections Department staff will be responsible for continually evaluating the institutional archive collection, for rehousing according to current professional standards, and for deaccessioning, when necessary, according to the Collecting Priorities and Acquisition guidelines established in this policy. The staff will use the included retention schedule as a guide and make decisions based on need and pertinence to the overall institutional archive. The Collections Department staff will periodically report their actions to the Collections Committee during regular committee meetings.

Archival Description

The Foundation's institutional archives consist of an extensive collection of documents, ephemera, drawings, blueprints, and various other materials that document the history and administration of the Theodore Roosevelt Inaugural Site (including those of the National Park Service and the Foundation). These materials shall be housed and organized in the institutional archives unless removed for research or use by a Foundation employee

All items in the institutional archives remain subject to the retention schedule. Any of the materials or documents in the archives still relevant to the regular functions of a position shall remain within that office as needed. All personnel should review their documents and files on a rolling three-year basis for removal of items suited for the institutional archive.

Acquisition Method: Gift or Bequest

Persons wishing to donate archival materials will be referred to the Collections Department. Using a Temporary Custody Receipt form, the Collections Department staff member shall receive objects or materials that appear to meet the Foundation's Collecting Priorities and Acquisition Criteria.

The Collections Department staff will perform an initial assessment of the materials and will report on newly received material at each Collections Committee meeting. The Committee will review the materials offered and recommend that the Foundation accept or refuse the potential gift based on the Foundation's Collecting Priorities and Acquisition Criteria.

If the donation is accepted, the Collections Department staff shall secure a Deed of Gift for the materials. If the donation is declined, staff will ensure that the collection is returned to the owner or disposed of in accordance with the terms set out in the signed Temporary Custody Receipt.

After the accession is complete, the Collections Department staff shall conduct a detailed assessment of the materials and decide which items, if any, fit the needs of the collection. These items will receive an accession number for housing in the archive and be catalogued. All non-essential or non-pertinent items, including duplicates, will be scheduled for destruction.

Loan and Copy

The Foundation may temporarily accept archival materials from third-parties who have worked with the Foundation throughout its history, with the intention of making replicas, either digital or physical.

If the materials meet the Foundation's Collecting Priorities and Acquisition Criteria, the copy of the material may be added to the archives. All materials should be clearly labeled as duplicates and the provenance recorded.

It is the responsibility of the Collections Department staff to ensure that the materials to be replicated are returned to the lender in a timely manner and in the same condition as it was received.

Deaccession and Disposal

The Theodore Roosevelt Inaugural Site Foundation's institutional archives represents a unique hybrid of historical records and traditional institutional materials, which may require re-evaluation and reappraisal of subject matter and content. The process to deaccessioning documents and materials from the archives falls under the discretion of the Collections Department staff in accordance with the criteria found in the Retention Schedule (Appendix A).

Documents containing sensitive information, such as personal identifying information (PII), financial documents, or materials containing copyrighted or intellectual property content, should follow a secure method of destruction, preferably under dual control. The Collections staff will determine the most appropriate method for destruction of all other documents and materials.

Care and Preservation of Institutional Archives

The Theodore Roosevelt Inaugural Site Foundation acknowledges its obligation to protect its institutional archives. Therefore, the Foundation shall act to the best of its ability, according to the following guidelines:

- A stable environment shall be maintained by protecting them from the various agents of deterioration, including excessive light, heat, humidity and dust. The environmental needs of different materials shall also be considered.
- Archival materials shall be handled according to professional standards.
- All materials shall be protected against theft, fire and other disasters by a security system. The development of a written disaster plan is a priority.
- When deemed necessary and appropriate, conservation of materials shall be undertaken with the advice of a trained conservator.
- The Collections Department shall maintain permanent records pertaining to the Foundation's institutional archives. Such records include, but are not limited to: Temporary Custody Forms; Deeds of Gift; relevant correspondence; conservation reports; deaccession records; outgoing loan agreements; appraisals; and a record of the Collections Committee's actions.
- Inventories, finding aides, and location records shall be kept up-to-date to facilitate public access and prevent loss.

Born Digital and Online Preservation

An increasing number of documents and materials eligible for accession in the Foundation institutional archives exist digitally rather than in print. This section establishes a framework for best preserving this information in the future.

Once a digital file is accessioned, it must not be further altered (other than changing of file name in order to conform with cataloguing standards). Digital files will be stored within the framework of the Foundation's collection management software and housed on the Foundation's server. Security settings on the software should be used to limit the number of users with access to born digital archival files. Accessioned materials on the server should be backed up on a regular basis. Remote or off-site back-ups should also be used to secure the digital materials.

The steps outlined above and the existing procedures for backing up data held on the server(s) will, it is hoped, ensure the preservation of the electronic records. Hardware/software obsolescence may eventually render them unreadable. Therefore, the Collections Department will frequently review digital storage mediums and facilitate any migration of accessioned digital files to compatible future format (hardware/software) that is deemed necessary.

All Foundation staff should make efforts to ensure their digital files stored anywhere other than a shared drive is backed up on a regular basis. This should follow the retention schedule on regular intervals of about every 3-5 years, depending on the documents handled and created. This will allow for greater control of the born digital preservation process and additional consistency throughout the Foundation.

Appendix A: Retention Schedule

All Departments

Record Type	Retention Period	Notes
Correspondence, policy	Permanent	Includes e-mail (digital or hard copy)
Correspondence, routine	3 years	Includes e-mail (digital or hard copy); see additional guidance for National Park Service/Federal Government and State Government correspondence
Drafts of reports/publications (internal)	Until no longer useful	Minimum 5 years, permanent if final draft unavailable
Drafts of reports/publications (for public approval)	Permanent	
Publications from other organizations	Until no longer useful	If directly pertinent to exhibits or events, permanent

Administration

Charter and By-laws	Permanent	
Donor Records	Permanent	Record relating to major financial gifts. Donations to collection go to Curatorial
Employee Assignments and Garnishments	7 years	
Employee Benefit Plan and Documents	7 years	
Employee Payroll Records	7 years	Original employee and volunteer records are part of the Foundation's organizational history
Employee Personnel Records (current)	Permanent	
Employee Retirement and Pension Records	Permanent	Included in Governance section of archival collection
Employment Applications (hired)	Date of termination plus 3 years	

Employment Applications (non-hired)	3 years	Special state programs and welfare to work are part of the Foundation's organizational history and therefore are housed in the archives
Insurance - Accident Reports and Claims	Permanent	
Insurance Policies (current)	Permanent	
Insurance Policies (expired)	Permanent	Expired policies will not remain physically in the archive, instead Curatorial will digitize the documents for storage on a shared drive
Minutes of Board and Committee Meetings	Permanent	
National Park Service Cooperative Agreements and Improvements	Permanent	Includes correspondence, planning, work orders, bids, and completion reports
National Park Service/ Federal Government Correspondence	Permanent unless no longer useful	
State Government Correspondence	Permanent unless no longer useful	

Strategic Plans	Permanent	
Vendor Payment Request Forms Supporting Documents	7 years	Notable exceptions include some of the purchase orders related to Symposiums and large events, those are held permanently

Collections Department

Curatorial Records	Permanent	Object appraisals, gifts, accession/deaccession, loans records, and conservation reports to be kept in Curatorial unless deemed unnecessary or otherwise recommended for the archives
Donor Records	Permanent	Record relating to object acquisition
Exhibit Files	Permanent	Pictures, descriptions, correspondence, evaluations
Collections Committee Meeting Minutes	Permanent	
Symposium & Visiting Author Lectures	Permanent	Also include any Foundation created biographical information
Site Sponsored Research	Permanent	

Facilities

Contracts (Facilities and Construction)	Permanent	Files should include all documentation of how decisions were made, the bid package, approval letters, scope of services, government estimate, the purchase request, minutes taken at negotiation meetings, task orders, the COR appointment letter, modifications to the original contract, inspection reports, final payment letter, release of claims letter, partnering meeting minutes, submittal letters, safety plans, accident reports, progress letters and schedules, documentation of compliance issues, warranty of construction and punch lists.
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<p>Construction Project Files</p>	<p>Permanent</p>	<p>Administrative and technical documents that describe critical decisions made during the process of planning and designing a project, including: draft reports, draft copies of engineering drawings, architectural plans, summaries, trip reports, records of the review and approval process (e.g. meeting notes, compliance information concerning archaeology and the natural and cultural environment, roads and trails) and general and decisional correspondence</p>
<p>Architectural and Construction Drawings (including specifications, completion reports, as built drawings)</p>	<p>Initial Drawings, Final Drawings, As BUILTs, Shop Drawings Permanent;</p> <p>Intermediate Drawings may be withdrawn when no longer useful</p>	

Finance

Accounts Payable Ledgers	7 years	
Accounts Receivable Ledgers	7 years	
Audit Reports of Independent Accounting and Financial Statements	Permanent	FY Budget Statements
Bank statements and reconciliations	7 years	
Cancelled Checks (important payments/purchases)	Permanent	
Cancelled checks	7 years	
Cash books	Permanent	Annual compilations if available, monthly destroyed after 7 years
Cash receipts and disbursements	7 years	

Contracts and leases (current)	Permanent	
Contracts and leases (expired)	7 years	Contracts and leases dating before 1982 part of permanent collection for historical value
Depreciation Schedules	7 years	
Fixed Asset Records & Appraisals	Permanent	
General Ledgers	Permanent	
Inventories	7 years	
Invoices from Vendors	7 years	
Invoices from Customers	7 years	Some exceptions as part of the organizational history, noted in archival database

Notes Receivable Ledgers	7 years	
Paid Bills & Invoices	7 years	
Physical Inventory Tags	7 years	
Property Appraisals	Permanent	
Property Documents (Deeds & Mortgages)	Permanent	National Park Service may hold these documents in their permanent collection
Subsidiary Ledgers	Permanent	
Tax Return Worksheets	Permanent	Some gaps in the record exist due to lack of information
Tax Returns (990s)	Permanent	See above

Education and Marketing

Newsletters	Permanent	Minimum 2 copies of The Columns and the Bully-tin (where applicable)
Press Releases	Permanent	Minimum 2 copies (where applicable)
Posters, Publicity Flyers	Permanent	Minimum 2 copies (where applicable)
Publications (Teacher/Student Guides)	Permanent	
Exhibit Brochures	Permanent	
Training Manuals for Interpreters	Permanent	
Voucher Registers and Schedules	7 years	
Visitor Statistics	Permanent	Annualized figures if available, monthly if not

Visitor Surveys, Evaluations	Permanent	Compiled. Student evaluations pre-2008 not held in collection.
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Development and Communications

Event planning forms (external)	3 years	Includes booking notes, contact and catering information, set-up plans
Event rental agreements (external)	7 years	Includes contracts, terms and conditions, insurance information and invoices
Grants (funded)	Permanent	Includes annual grant funding from local sources
Grant Proposals (not funded)	3 years	Grant proposals not funded submitted before 1996 are included in the archives as part of the organizational history
Mailing Lists	3 years or until no longer useful	Includes volunteer lists. Donor prospect lists for 5 years or until no longer useful
Materials from Foundation Hosted Events	Permanent	Includes planning documents, correspondence, purchase orders, honorariums, contracts and agreements, and outcome evaluations

Fundraising Events and Galas	Permanent	Invitations, guest lists, balance sheets, press releases, and award information
Membership Information	Permanent. Membership lists for 3 years or until no longer useful.	Public campaigns, drives, events, publicity, and ephemera. Membership records in PastPerfect.