



PHMC COLLECTIONS MANAGEMENT POLICY STANDARDS

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Preamble

The Pennsylvania Historical & Museum Commission is among the most comprehensive state historical agencies in the nation. It encompasses a state archives, a records center, a state museum, and a statewide network of historic sites and thematic museums, as well as a historic preservation department.

One of the commission's most important responsibilities is assuring proper stewardship of the Commonwealth of Pennsylvania's collections. These collections are especially vast and exceptionally varied. They include archival documents, records, material culture, works of art, archaeological remains and natural history specimens. They also include historic sites, hundreds of structures and historic landscapes. These collections document the state's diverse people, places and events. They exist to inform and inspire all who live and work in Pennsylvania and those who visit our commonwealth.

Our objective is to assure that each item in our care is preserved for both present and future generations. Although technology increasingly allows us to encounter the world in new ways, we firmly believe in the intrinsic importance of the physical objects that document our history. Therefore, we are committed to making our collections available to the public through our museums, historic sites, archives and qualified partners. We also recognize that contemporary audiences access content/history in many different ways. For that reason, we are also dedicated to making our collections available in a variety of formats, from use in displays and interpretive exhibits to collection information presented in digital formats and using state-of-the-art technology. Furthermore, we work to ensure stewardship of Pennsylvania-specific collections not directly under our purview by assisting historical societies with operating and project grants and referring collections to appropriate, qualified peer institutions.

People who manage collections are at the heart of this trust, serving as stewards to hold these keys to the future and the past. The policy articulated in the following pages is intended to support their efforts and point the way.

Nancy Moses, Chair

Philip Zimmerman, Commissioner

Pennsylvania Historical & Museum Commission

INTRODUCTION

STATEMENT OF AUTHORITY/GOVERNANCE

The Pennsylvania Historical & Museum Commission (hereafter PHMC) is Pennsylvania's history agency. In 1945 the Legislature, by Act No. 446, vested PHMC with the powers and duties delineated in Title 37, *Pennsylvania Consolidated Statutes*, commonly referred to as the “**Pennsylvania History Code**.” The History Code guides PHMC’s actions and policies, providing authority to collect and manage property under 37 P.S. § 304, the authority to collect and manage documents under 37 P.S. § 305, and the authority to issue rules and statements of policy necessary for the implementation under 37 P.S. § 302(11). PHMC is responsible for the preservation and interpretation of Pennsylvania's cultural and natural heritage

PHMC is governed by the **Commission**, an independent administrative board of 14 members: nine citizens of the commonwealth appointed by the governor; the secretary of education; two members of the Senate appointed by the president pro tempore and minority leader; and two members of the House of Representatives appointed by the speaker and minority leader.

The **executive director** is appointed by the Commission to attend to the administrative work of the Commission and guide the day-to-day operations of PHMC’s constituent bureaus. The executive director approves accessions, deaccessions and loans from the permanent collection.

PHMC MISSION AND VISION STATEMENTS ¹

Mission Statement: PHMC works in partnerships to preserve the commonwealth’s natural and cultural heritage as a steward, teacher and advocate for the people of Pennsylvania and the nation.

Vision Statement: PHMC enriches people’s lives by helping them to understand Pennsylvania's past, to appreciate the present, and to embrace the future.

GUIDING PRINCIPLES

Public service: PHMC interprets and shares its collections with all Pennsylvanians.

Accessibility: PHMC endeavors to make its collections available, physically and digitally, to the public.

Diversity: PHMC serves all Pennsylvanians. Its collections reflect the diversity of its people and their natural environment.

Stewardship: PHMC holds its collections in trust for all Pennsylvanians and strives to maintain the highest standards of care for the commonwealth’s irreplaceable cultural and natural resources.

Accountability: Using best practices, PHMC develops, cares for and shares its collections in a way that is fiscally and socially responsible.

¹ PHMC Strategic Plan 2012

PHMC CODES OF CONDUCT

PHMC commissioners and employees will act in accordance with best practices, standards, ethics and laws applying to employees of the Commonwealth of Pennsylvania, adhering to the Governor's Code of Conduct, the Employee Ethics Act and PHMC's Institutional Code of Ethics.

Interpretation and Access

Keeping at the forefront the duty to promote service, inclusion, equity and partnership as we collect, preserve and share history, commissioners and staff:

- (1) grant equal, fair and impartial access to PHMC collections without privileged treatment to any person or group;
- (2) provide experiences with collections to as broad and diverse a public as possible;
- (3) respect and champion Pennsylvania's rich and diverse heritage;
- (4) promote a holistic view in cultural heritage and scientific interpretation, bringing the widest possible lens to the investigation, preservation and use of collections; PHMC programming explores multiple points of view and the ideas and information presented are based on the principles of sound scholarship;
- (5) encourage collaboration in public service, cooperating with the collecting interests of other local, state and national educational institutions.

PHMC commissioners, staff and affiliates act with respect, professionalism and honesty in accord with their responsibilities as public servants and heritage professionals.

Conflicts of Interest

PHMC commissioners, staff, volunteers and interns should refrain from activities that create the appearance or reality of a conflict of interest between PHMC's public trust responsibilities and individual political or business interests. Potential conflicts of interest include but are not limited to:

- (1) using a position to influence other individuals or organizations for private benefit or profit;
- (2) using any collection item for personal purpose or gain;
- (3) using PHMC property to store personal collections (incidental items may be kept onsite for personal use if formally documented in accordance with PHMC procedures);
- (4) falsely representing oneself as collecting for PHMC;
- (5) engaging in personal sales or purchases of historic, scientific and artistic items when such a transaction might conflict with PHMC interests;
- (6) not granting PHMC the right of first refusal to acquire at fair market value any items purchased or sold when such a transaction might lead to a conflict of interest;
- (7) representing PHMC in any monetary appraisals or authentications for financial gain.

Any actual or potential conflict of interest must be immediately disclosed for review by the executive director. Possible conflicts will be resolved in favor of the public trust responsibilities of PHMC.

Legal Considerations

PHMC activities should conform to all federal, commonwealth and local laws including:

- (1) federal and state laws for cultural and natural history collections (including wildlife protection, natural history conservation or cultural protection) taking special care to avoid the removal,

- acquisition, holding, transport, transfer or sale of collections in contravention of local, regional, national or international law or treaty relating to protected artifacts and species;
- (2) laws and regulations regarding transport of hazardous materials and goods.

PHMC should respect the legislation of other states, nations and international bodies as they affect PHMC operations.

PROFESSIONAL CODES OF CONDUCT

PHMC commissioners, staff, volunteers and interns are guided by the ethics, standards and best practices relevant to the museum, archives and library professions including:

- (1) the Society of American Archivists' *Core Values Statement and Code of Ethics*
- (2) the American Alliance of Museums' *Code of Ethics for Museums* and *Core Standards for Museums*
- (3) the International Council of Museums' *Code of Ethics for Museums* and *Code of Ethics for Natural History Museums*
- (4) the American Association for State and Local History's *Statement of Professional Standards and Ethics*
- (5) the American Library Association's *Code of Ethics*

PHMC commissioners, staff, volunteers and interns also reference the ethics, standards and best practices established by their specific discipline's professional organizations.²

COMMITMENT TO PHMC COLLECTIONS MANAGEMENT POLICY

PHMC collections management policy provides a framework for acquisition, deaccession, loan, access and stewardship of commonwealth collections. All directives in this document will be enforced by bureau directors and the executive director. Directives in this document are summarized in the attached "PHMC Collections Management Policy Statements" (Appendix A). All rules and procedures referenced in this document will be found in the *PHMC Collections Management Procedures Manual*. PHMC commissioners, employees and management partners will abide by PHMC policies, guidelines, procedures and best practices. PHMC Collections Management Policy will be reviewed regularly and revised in response to changes in standards, legislation and circumstances.

² For a fuller listing of relevant professional organizations, see Appendix B.

AGENCYWIDE COLLECTIONS MANAGEMENT

The Pennsylvania State Archives, the State Museum of Pennsylvania, and the Bureau of Historic Sites and Museums are a statewide network of specialized commonwealth heritage organizations, working together to tell Pennsylvania's story. Our museums, historic sites, archives and qualified partners pursue independent missions but also work together to preserve a collective picture of the commonwealth's cultural and natural heritage. Preservation of our collective heritage for present and future generations is our duty and responsibility as assigned by the History Code.

PHMC archivists, architects, scientists, historians, curators, preservationists, museum educators and registrars each bring their unique set of professional practices to the responsibilities of commonwealth stewardship. PHMC references the statutes, professional ethics, accrediting bodies and best practices of the disciplines most appropriate to each collection. Collections management policy applying to all PHMC collections is detailed in this chapter. Policy unique to PHMC museums and to the Pennsylvania State Archives, respectively, is addressed separately in subsequent chapters.

CATEGORIES OF COLLECTIONS AT PHMC

PHMC believes that interactions with original objects and primary sources are the richest educational experiences. PHMC collects original archaeological, historic, scientific, architectural, artistic, natural history and archival collections to preserve and interpret the natural and cultural heritage of the commonwealth. Each item is assigned a collection category that defines that item's purpose and program of care. These categories are broadly described below.

Permanent Collection

The permanent collection consists of those significant objects, manuscripts, records, documents, rare bibliographic materials, digital artifacts, art installations and natural history specimens that directly relate to the mission of PHMC and are held in public trust in perpetuity. Collections accessioned into the permanent collection receive the highest level of care and protection and are documented, preserved and managed according to prescribed procedures meeting current professional standards.³

Nonpermanent Collections

Nonpermanent Public Records

Through its State Records Center, the State Archives maintains custody of nonpermanent public records on behalf of state agencies. The State Archives receives and administers those nonpermanent public records according to the commonwealth's Office of Administration retention and disposition schedules. Retention and disposition schedules for these records are approved by the commonwealth's Office of Administration and the

³ The administration of different types of permanent collections is detailed in the following chapters and in *PHMC Collections Management Procedures Manual*.

Executive Board and are reevaluated and amended periodically upon the suggestion of a department, as a result of legal advice, or because of changes in regulations or legislation.

Nonpermanent Library Holdings

PHMC has diverse library holdings with emphasis on materials for, by and about Pennsylvania; related to subjects interpreted by the various programs of PHMC; and of a general nature relative to public history administration. PHMC bibliographic materials include a wide range of rare and modern books, periodicals, publications, government documents, and trade catalogs. The majority of PHMC library bibliographic materials are nonpermanent holdings, retained as long as they are useful, without a commitment to perpetual care.⁴

Historic Landscapes, Buildings, Outdoor Works

PHMC is committed to the protection and accurate interpretation of its historic landscapes, historic buildings, and other outdoor works of artistic, historical and cultural value, balancing access with long-term preservation. Outdoor works of artistic, historical and cultural value include artistic works like outdoor sculpture and parietal art; commemorative works like statues, monuments, plaques, memorials or memorial groves; and other historically or archaeologically significant manmade works like earthwork, gardens, geoglyphs or standing stones. Any PHMC building or discreet outdoor work determined to have historic, cultural or artistic significance may be accessioned into the appropriate collection. Any part of a structure, sculpture or landscape removed from the larger whole will be reviewed for placement into the appropriate category of collection and may be loaned for exhibition and research.⁵

Living Collections

Living collections are living animals and/or plant material that directly conform to the mission of PHMC. Living collections are perpetuated to communicate and motivate learning. Living collections, where they exist, are managed by guidelines approved by the administering bureau.

Educational or “For Use” Collections

Educational or “for use” collections are used for hands-on educational programming, study, activities and demonstrations. These collections may be reproductions, antiques with a compromised condition, artifacts with little or no associated history, or items represented by better examples in the permanent collection. They may be acquired through gift, purchase, transfer or deaccession from the permanent collection. These collections are not part of the permanent collection, are not accessioned, and are the responsibility of the departments/ bureaus that acquired them.

Property

Expendable nonhistoric holdings that are not part of educational/“for use” collections are treated as property or

⁴ The administration of these holdings is detailed in “*Objects in Custody, Non-Permanent Library Holding*” below. Permanent collection bibliographic materials are acquired, cared for and disposed of in accordance with applicable accession, collection stewardship and deaccession policy and procedure.

⁵ For further detail see “*Accessioning Building and Historic Landscapes Components No Longer In Situ*” below and *PHMC Collections Management Procedures Manual*.

equipment. These holdings are the responsibility of individual departments/bureaus, subject to the Pennsylvania Department of General Services' management and disposal guidelines.

ACCESSIONING

Authority for PHMC to accept, on behalf of the commonwealth, historic and artistic artifacts, archival records, manuscripts and scientific specimens through gift, bequest, exchange, purchase, field work, statute, retention schedule or transfer from other state agencies is derived from :

- (1) The History Code §301(2) (General Powers and Duties); §304 (Personal Property); §305 (Documents); §302(3); and §506 (Archaeology Field Collection).
- (2) The Administrative Code of 1929, requiring Executive Branch departments, boards and commissions to obtain PHMC approval before disposing of their records and authorizes the Executive Board, with the approval of PHMC, to direct the transfer of Executive Branch agency records of "permanent value or historical interest" to PHMC.
- (3) The Pennsylvania Judicial Code, authorizing PHMC to accept legal custody of any historic records created by the Unified States Judicial System (all court system records from the Pennsylvania Supreme Court down to the District Justice Magistrate level). This code also gives PHMC appraisal responsibility for all Judicial System records except for the City/County of Philadelphia and mandates the transfer of historically valuable Judicial System records to PHMC or a depository approved by PHMC. ⁶

In scope and content, PHMC's collections will always be consistent with commonwealth legislative mandates and PHMC's mission and vision statements.

Acquisitions are accessioned into PHMC's permanent collection only after a process of formal investigation, deliberation and approval. Responsible accessioning demands a thorough consideration of the acquisition's historical or scientific value, with due deliberation of its significance, use, creation, provenance, and informational, evidential and intrinsic value. Accession decisions balance the need to preserve items of historical, cultural and scientific significance with the resources available to care for and make accessible collections in perpetuity. PHMC's collecting priorities and management-approved collecting plans guide all acquisition decisions.

Commonwealth public records are evaluated for accession by State Archives staff according to commonwealth-approved records retention and disposition schedules. ⁷ All other PHMC acquisitions recommended by the State Archives or PHMC museums for the permanent collection are reviewed by a collections committee. The accession of historically valuable records from political subdivisions to the Pennsylvania State Archives is also guided by statute, formal written agreement, or records retention and disposition schedules.

Acquisitions will only be accessioned into the permanent collection after free and clear title is received, physical possession is secured, and PHMC approves the acquisition. Every attempt should be made to secure associated copyright at time of acquisition. Provenance, provenience, history of use and other contextual relationships should be solicited and documented throughout the process. PHMC helps to advise donors searching for other repositories for collections offered but not approved/acquired.

⁶ Appraisal in this context means assessing the historical/archival value of materials and not their monetary value.

⁷ Accessioning of Pennsylvania State Archives records is described in greater detail in "Collections Management at the State Archives" below.

Acquisitions will be considered for accession into the permanent collection in compliance with the following:

- (1) PHMC will not knowingly acquire collections derived from unauthorized, unscientific or unethical collecting practices.
- (2) PHMC will not acquire items obtained through wrongful seizure.
- (3) PHMC will refuse conditions or restrictions on donations or transfers of objects to the collections. Exceptions should be avoided and only granted after careful consideration to make sure that PHMC can accept the long-term legal and ethical obligation to comply with those conditions. Exceptions must have executive director approval.
- (4) PHMC will not capitalize permanent collections or treat them as financial assets.
- (5) PHMC will not accession artifacts, records or specimens for the purpose of sale or exchange.

Accessioning activities comply with *PHMC Collections Management Procedures Manual* directives.

OBJECTS IN CUSTODY

Unsolicited Donations, Abandoned Property and Undocumented Collections

PHMC has custody of items to which legal title cannot be confirmed, including unsolicited donations, items found in collections, and abandoned loans. As with formal loans-in, these collections are treated with the same care as the PHMC permanent collections. Every effort is made to determine title and to responsibly track these items until a final decision and disposition can be reached. PHMC cares for repository objects in accordance with federal mandates and follows the commonwealth's legislation and policy regarding abandoned property and undocumented collections.

Nonpermanent Library Holdings

PHMC libraries house bibliographic materials received through gift, purchase or transfer. Bibliographic materials acquired as nonpermanent library holdings are not subject to accessioning or deaccessioning.⁸ These holdings are administered by the department that acquired them, with reference to American Library Association standards and advice. Bibliographic records of these holdings can be found in PHMC records and library union catalogs. Library materials are available for use by PHMC staff as well as members of the public by appointment.

Materials collected to support the research needs of all PHMC staff, are administered by the PHMC library. PHMC library holdings provide bibliographic resources on historic, political, cultural, social, scientific, economic and technological subjects from prehistory through present day, with emphasis on materials about Pennsylvania.

Decisions to acquire and remove specific bibliographic materials are made with reference to all PHMC library holdings so that the collection is enhanced, integrity maintained, and duplication avoided. Nonpermanent library materials are removed from collections when they no longer serve the agency's mission, no longer meet the needs of PHMC staff, are superseded by more current materials, or are found to be duplicative. Materials identified for removal in one library are first made available to other PHMC libraries; if there is no interest at this level, these materials may be transferred to other educational institutions.

⁸ Permanent collection bibliographic materials are acquired, cared for and disposed of in accordance with applicable accession, collection stewardship and deaccession policy and procedure.

DEACCESSIONING

Authority to remove items from PHMC collections is derived from §304(4) of the History Code.

Deaccessioning is the process of formally removing items from PHMC's permanent collection and its requirement of perpetual care. Deaccession actions must meet the highest professional, legal and ethical standards; maintain the public's trust; and protect commissioners, employees, volunteers and PHMC partner organizations from allegations of unethical conduct, partiality or conflict of interest. Deaccessioning only occurs through a process of formal investigation, deliberation and approval.

Responsible deaccessioning demands a thorough consideration and due deliberation of significance, condition, history, use, informational or evidential value and legal standing to determine if the item:

- (1) does not serve the agency's mission;
- (2) is so lacking in scientific value, historic value or structural integrity that it cannot support PHMC's research, educational or exhibition purposes;
- (3) represents unnecessary duplication;
- (4) presents a clear danger to people or collections;
- (5) must be repatriated to communities of origin.

This review should involve an investigation of all associated collections documentation, relevant reference materials and appropriate retention and disposition schedules. Deaccessioning activities comply with *PHMC Collections Management Procedures Manual* directives.

Commonwealth public records are evaluated for deaccession by State Archives staff according to commonwealth-approved records retention and disposition schedules. All other PHMC permanent collections recommended by the State Archives or PHMC museum for deaccession are reviewed by a collections committee.⁹ (The deaccession of historically valuable records from political subdivisions from the Pennsylvania State Archives is also guided by statute, formal written agreement, or records retention and disposition schedules.) PHMC shall only remove material from its permanent collection with the approval of the executive director.

PHMC places a high priority on keeping collections in the public domain and will attempt to place deaccessioned collections with responsible educational institutions (through transfer, sale or exchange) that have missions suited to, will adequately care for, and will ensure public access. If deaccessioned collections cannot be placed with educational institutions and have been approved for sale by PHMC, they may be sold at public auction as delineated in the History Code, §304(4-5). Monies derived from the sale of PHMC collections are only used for acquisition of new collections or direct care benefiting the collection from which they were removed. PHMC employees and their relatives may not purchase or receive deaccessioned objects.

LOANS AND TRANSFERS

Lending, borrowing and transferring artifacts for exhibition, research and educational purposes is an integral part of the PHMC's goal to make its collections accessible to the widest possible audience. *PHMC Collections Management Procedures Manual* directives support equitable and responsible access.

⁹ Deaccessioning of Pennsylvania State Archives records and PHMC museums artifacts are described in greater detail in their respective chapters below.

Loans-in

PHMC may borrow items from other institutions or individuals for the purposes of education, exhibition or research as outlined in the History Code, §304(2).

All loans-in are governed by the PHMC Loan-in Agreement, or similar written document, for a specified time, with an option for possible renewal at PHMC's discretion. These agreements specify the item/s to be lent, the purpose, beginning and end dates, lender's insurance values, the conditions of the loan, and the responsibilities of each party. PHMC accepts physical custody and responsibility to professionally care for the borrowed item for a specified purpose and time period but does not gain title to borrowed works.

PHMC will exercise the same degree of care for loans-in as it does for items in its own collections. PHMC may agree to additional conditions, as required by the lending institution or individual, related to storage, security, preservation, credit line, copyright or accounting for the borrowed item. PHMC maintains independent fine arts insurance coverage through the Pennsylvania Department of General Services' Bureau of Risk and Insurance Management for all borrowed items.

Displays and exhibitions benefit the public and follow the stated mission, policy and purpose of PHMC. Exhibit choices and content must avoid the appearance of favoritism, commercialism, exploitation or serving private ends. Loan values are not an endorsement by PHMC of the value of the object, and PHMC does not display items to enhance their monetary value.

PHMC will not knowingly borrow items of contested legal title or illegal or illicit acquisition. If a question should arise about the title or source of the loaned item, PHMC may withdraw the object from exhibition. If the ownership of a loaned object comes under question, PHMC may at its discretion hold that object until ownership can be established. When the legal owner of a loaned item is unknown, every effort will be made to determine title and to responsibly track the item until a final decision and disposition can be reached. PHMC complies with commonwealth policy and legislation regarding abandoned property and undocumented collections. PHMC complies with federal law, commonwealth legislation, and related commonwealth policy and procedures regarding repository materials.

Loans-out

PHMC collections are made available for loan to other museums, archival repositories, historical societies or other reliable organized groups of an educational nature, as outlined in the History Code, §304(3). PHMC lends collections to educational organizations for the purposes of exhibit, interpretation or promoting scholarly research. PHMC collections are not normally placed on loan for commercial, noneducational or private use. All loans-out must be approved by the executive director.

All loans-out are governed by the PHMC Loan-Out Agreement, or similar written document, for a specified time with an option for possible renewal at PHMC's discretion. PHMC relinquishes physical custody of the loaned item for the specified period and purpose but does not relinquish title or responsibility for ensuring adequate care of or control over the item. Borrowers must meet the environmental, security, insurance, credit line and copyright conditions stipulated by PHMC.

PHMC does not knowingly lend items of contested legal title or illegal or illicit acquisition. PHMC makes every effort to determine the provenance of a piece before agreeing to the loan. If a question should arise about the title or source of the loaned item, PHMC may withdraw the object from consideration for loan.

Conservation and Identification Loans-out

Conservation and identification loans document items removed from collections on a short-term basis for purposes of scientific research, historical analysis, conservation, or other expert examination and treatment. All conservation and identification loans-out are governed by the PHMC Conservation and Identification Loan-out Agreement for a specified time with an option for possible renewal at PHMC's discretion.

Destructive analytical techniques should only be undertaken after all less-invasive options have been considered and exhausted. All proposals for destructive analysis must be reviewed and approved by the bureau director and the executive director. A complete record of the material analyzed, the outcome of the analysis, and the resulting research, including publications, becomes part of the permanent record of the object.

Interagency Loans

PHMC may lend collections to other parts of Pennsylvania state government through interagency loans. All interagency loans are governed by the PHMC Interagency Loan Agreement for a specified time and purpose with an option for possible renewal at PHMC's discretion. Borrowers must meet the environmental and security requirements specified by the current loan procedures of PHMC. PHMC relinquishes physical custody of the loaned item for the specified period and purpose but does not relinquish title or responsibility for ensuring adequate care of or control over the item.

The loan of PHMC art collections is specifically addressed in the May 1988 Commission resolution (88.05.02), stating that PHMC will lend works of art from its fine arts collection for display in the following locations: governor's ceremonial office, personal office and residence (public areas); lieutenant governor's reception area and personal office; speaker's office; president pro tempore's office; majority leaders' offices; and minority leaders' offices.

Intracommission Loans and Intracommission Transfers

The PHMC collection is located at the Pennsylvania State Archives and PHMC's historic sites and museums throughout Pennsylvania. Placement is determined by site mission and the interpretive, storage and research needs of the agency. Intracommission loans and intracommission transfers cover the movement of items within PHMC; upon approval by both parties, they may be arranged for a specified time and purpose with an option for possible renewal.

COLLECTION STEWARDSHIP

Preservation duties are at the heart of the History Code, PHMC's guiding legislation. PHMC collections stewardship activities comply with History Code §301, §303 and *PHMC Collections Management Procedures Manual* directives.

Collection Care

PHMC's collections care references the highest professional standards regarding storage, display, handling, conservation, environmental conditions, pest management, security, safety, and disaster planning, prevention and response. PHMC collections are self-insured through the State Insurance Fund, covering all property and contents located on commonwealth property or in the custody of commonwealth staff.

Collection Documentation

PHMC tracks the lifecycles of the collections in its possession, including details regarding acquisition, provenance, description, use, location, condition and movement. PHMC fulfills, in part, its legal and ethical responsibility to safeguard its collections by using inventories combined with a review of existing collections documentation to improve physical control and associated collections documentation.

PHMC collection records are active commonwealth records of permanent fiscal, legal, administrative and archival value that must be secured against accidental or intentional destruction. Loss of the connection between an object or record and its contextual information often results in a loss of the item's interpretive value or significance and negatively impacts PHMC's ability to effectively care for the item. The quality and safekeeping of collection records is integral to preserving collections for current and future generations.

ACCESS TO COLLECTIONS

PHMC provides dynamic engagements with material culture. Through public exhibitions, interpretive programs, publications, collaborations with other institutions, research services, and digital media, PHMC fosters a deeper understanding and appreciation of Pennsylvania's heritage.

PHMC encourages and facilitates research inquiries and requests to examine objects. In keeping with the institution's obligation to provide the greatest access, PHMC balances provisions made for specific individuals against greater access for the wider public. In instances where access must be limited, PHMC will make explicit the criteria used and endeavor to provide alternative access, or related reproductions, facsimiles and information. *PHMC Collections Management Procedures Manual* directives describe the manner of access needed to ensure the greatest availability of collections for present and future generations, mitigate risk to the collection, and fulfill PHMC responsibilities to museum/archival ethics and commonwealth law.

Permission for reproduction of PHMC collections and their surrogates will be granted only after a thorough consideration of applicable laws, related commonwealth policy and procedures, PHMC collections management policy, PHMC procedures, and professional ethics and guidelines covering reproduction, copyright and fair use. Copyright for reproduction of PHMC collections will remain the property of PHMC.

COLLECTIONS MANAGEMENT AT PHMC MUSEUMS

PHMC archivists, architects, scientists, historians, curators, preservationists, museum educators and registrars each bring their unique set of professional practices to the responsibilities of commonwealth stewardship. PHMC references the statutes, professional ethics, accrediting bodies and best practices of the disciplines most appropriate to each collection. This chapter serves to provide additional guidance for circumstances specific to PHMC museums. This information does not replace, but rather supplements, the directives in the agencywide chapter above.

MUSEUM ACCESSIONING

General Requirements for Museum Accessioning

Acquisitions will only be accessioned into the permanent collection after review by the PHMC museums' collections committee and approval by the PHMC executive director. PHMC museums accession acquisitions to the permanent collection as described in the agencywide chapter above and in accordance with PHMC collections management procedures.

Accessioning Natural History and Archaeological Field Collections

Natural history and archaeological material may arrive as the result of state and federal compliance projects, collecting on commonwealth property, field collecting off-site by staff in accordance with management-approved collecting plans, or other cooperative preservation efforts with state and federal agencies. The History Code (§506(a-b)) guides field collection, curation and registration. Collections from Cultural Resource Management projects using federal funds fall under the National Historic Preservation Act, Section 106 compliance.

Field Collections are not normally subject to review by a collections committee. They do however go through the PHMC accession registration process and review requirements. Natural history and archaeological field collections will only be accessioned into the permanent collection after physical possession is secured and required site and artifact/specimen documentation specified by PHMC procedures is received.

PHMC utilizes and encourages best practices in field collection and collections curation according to established museum and professional standards. Museums should not acquire artifacts or specimens where there is reasonable cause to believe their recovery involved intentional destruction to artifacts, structures, field sites, species or habitats. Correlations between specimens and field records should be maintained; provenance, provenience, contextual relationships and the like should not be confused or obscured during collecting, transport, analysis, accessioning and storage activities.

Accessioning Building and Historic Landscapes Components No Longer *In Situ*

Historic buildings, outdoor artworks, outdoor commemorative works, and elements of historic landscapes are best interpreted *in situ* and PHMC will prioritize the retention of those elements and their components *in situ*

whenever feasible. These cultural works and natural elements may only be removed for accessioning into the permanent collection if they cannot safely remain *in situ*, meet PHMC's collecting criteria for artifacts of historical value, align with PHMC collecting plans, and are not better served by the mission of another organization. Any components with documentary or historical value that must be removed will be documented, cataloged, stored and managed as permanent collections.

Accessioning Commissioned Works

Commissioned works intended for the PHMC permanent collection will be proposed in consultation with PHMC and must be completed before the executive director will decide on acceptance. The executive director reserves the right to decline the offer of any work if there is no compelling justification that it meets PHMC's collecting criteria for artifacts of historical value and PHMC collecting plans or if the work is better suited to the mission of another organization.

Accessioning Culturally Sensitive Material Collections

Culturally sensitive material collections include human remains, material of sacred significance, or other sensitive material. Culturally sensitive material collections should be acquired only after consideration of how they might best be cared for respectfully, consistent with the interests and beliefs of members of the community or ethnic or religious groups of origin. Culturally sensitive material collections should be acquired only in compliance with applicable state, federal and international law.

OBJECTS IN MUSEUM CUSTODY

Repository Collections

The History Code § 302(3) (Specific Powers and Duties) defines the role of PHMC as steward of repository collections. When archaeological artifacts and natural specimens recovered from federal lands under Section 106 of the National Historic Preservation Act, 54 U.S.C. § 306108, are transferred to PHMC for curation and safekeeping, the federal government does not relinquish ownership. PHMC holds these deposits in perpetuity and treats them with the same care as its own permanent collection. PHMC functions as a repository for collections recovered from federal lands as defined by the U.S. Department of the Interior under Federal Regulation 36CFR79 (Curation of Federally Owned and Administered Archaeological Collections).

MUSEUM DEACCESSIONING

The PHMC museums collections committee reviews potential deaccessions from the permanent collection, making recommendations to the executive director as described in the agencywide deaccessioning section above and in accordance with *PHMC Collections Management Procedures Manual* directives. In addition, PHMC museums adhere to the following:

Retention Period/Seven-Year Retention

Any object to be deaccessioned must have been owned by PHMC for at least seven years, unless it presents a clear danger to people or property or is in such poor physical condition that it cannot support PHMC's research, educational or exhibition purposes.

Field Collections

PHMC policy recognizes that not all materials gathered in archaeological and scientific field expeditions brought to PHMC facilities for evaluation and study are intended for accession. Except where these specimens have been formally accessioned into the collections or are mandated by law for permanent repository, such study materials are not covered by PHMC policy regarding accession and deaccession and may be disposed of in a manner appropriate to their discipline.

Specimen Exchange/Transfer

Archaeological, paleontological, botanical, zoological and mycological professional ethics discourage the sale of collections to private individuals or firms. PHMC will only permit the exchange and transfer of archaeological and scientific permanent collections to other educational institutions.

COLLECTIONS MANAGEMENT AT THE STATE ARCHIVES

PHMC archivists bring their unique set of professional practices to the responsibilities of commonwealth stewardship, referencing the statutes, professional ethics, accrediting bodies and best practices of their discipline. The following chapter serves to provide additional guidance for circumstances specific to the Pennsylvania State Archives. This information does not replace, but rather supplements, the directives in the agencywide chapter above.

ARCHIVES ACCESSIONING

Accessioning Governmental Records

The primary function of the State Archives is to preserve the historically significant public records of the commonwealth and its political subdivisions.¹⁰ Transfer of commonwealth public records and records from political subdivisions to the Pennsylvania State Archives is guided by statute, formal written agreement, and records retention and disposition schedules.

Commonwealth Public Records

Public records of the commonwealth are managed through records retention and disposition schedules approved by the commonwealth's Office of Administration and the Executive Board and administered by the State Archives. Retention and disposition periods are reevaluated and amended periodically upon the suggestion of a department, as a result of legal advice, or because of changes in regulations or legislation. Policies regarding these records, including their access and use, are regulated by state law and by regulations issued by the commonwealth's Office of Administration.¹¹

The State Archives is the official repository for the permanent public records of the commonwealth. Records with permanent historical value are scheduled for deposit in the State Archives through an evaluation process conducted by the State Archives.¹² This process identifies those records of sufficient archival value to be

¹⁰ History Code § 304 (1) (Personal Property) and §305 (Documents), "Preserve all public records throughout this Commonwealth."

¹¹ These regulations are subject to repeated change, updating and approval by authorities other than PHMC, so they are not included here. Current versions are available on the Pennsylvania State Archives' website on the Policy and Laws pages maintained in cooperation with the Office of Administration, at www.phmc.pa.gov/Archives/Records-Management/Pages/Policies-Laws.aspx (accessed 06/13/18).

¹²This process is known as archival appraisal. Appraisal in this context means assessing the historical/archival value of materials and not their monetary value. (See Appendix C, Glossary for a definition of archival appraisal.) Documents may be appraised: 1. at the time of records and retention schedule creation, with those categorized as "permanent," designated for transfer to the archives when they are declared nonactive; 2. record series whose disposition is designated as "archival review" by retention schedule are subject to appraisal by the professional staff of the State Archives, who will determine their possible historical value at transfer of custody (the State Archives may opt to accession all or part of the records appraised during an "archival review"); 3. during routine processing of requests for records disposal, State Archives' staff may select certain unscheduled or nonpermanent records for possible review and/or accessioning.

accessioned into the permanent collection.¹³ Public records with archival value may include those that tell the story of Pennsylvania's government and its relationship to the people of the commonwealth; protect the long-term legal, property and financial interests of Pennsylvania's government and its residents; or protect the civil rights of Pennsylvania's residents.

Records from Political Subdivisions

Records from political subdivisions of the commonwealth (municipalities, counties, etc.) are managed through records retention and disposition schedules created by local government records staff and officially approved by the appropriate (county or local) records committees set up by legislative acts. County and local government records committees have the sole authority to designate a record series within that schedule as permanently or historically valuable. PHMC encourages county and local governments to establish their own government archives for these records as a separate government agency, as a unit within an established agency, or through contractual agreements with qualified external partners such as a publicly accessible university, local library or historical society.

The State Archives will occasionally accept records with historical value from political subdivisions if there is no local government archives option and one or more of the following criteria are met:

- (1) attempts to place the records in a suitable local or regional historical repository have been unsuccessful;
- (2) failure to preserve the records would pose significant historical, financial, property or legal risk to residents who are served by the records;
- (3) retention of the records by the State Archives would not significantly diminish its ability to care for equally significant records produced by commonwealth agencies.

The State Archives collections committee is responsible for reviewing and recommending political subdivisions records for inclusion into the permanent collection.

Accessioning Nongovernmental Records

Separate and unrelated to its responsibilities as the state archival agency, and secondary to it, is PHMC's authority to acquire, preserve and make available for public use nongovernment records of historic interest.¹⁴ The State Archives prioritizes its statutory duty to preserve government records and usually directs nongovernment records to other historical repositories within Pennsylvania.

The State Archives may selectively collect and accession nongovernmental records relating to Pennsylvania history if one or more of the following criteria are met:

- (1) The records are very closely associated with a significant government *official*. Priority will be given to records that document the lives and careers (public and nonpublic) of the commonwealth's governors and first spouses and the public careers of significant members of the State Senate¹⁵, state judiciary and statewide elective offices.
- (2) The records are very closely associated with a government *function* performed by

¹³ Archival value is the administrative, legal, fiscal, evidential, or historical significance of records that might justify their continued preservation.

¹⁴Such as personal papers, manuscripts and nontextual records. Nontextual records include records such as photographs, maps, posters, broadsides, imprints, postcards, motion pictures, and audio and audiovisual recordings.

¹⁵ The Pennsylvania House of Representatives maintains its own archives.

commonwealth agencies.¹⁶ Priority will be given to records that complement the official government records held at the State Archives.

- (3) The records are very closely associated with an *event* in which government agencies were significantly involved.¹⁷ Priority will be given to records that complement the official government records held at the State Archives.
- (4) The records have statewide or national rather than local or regional significance.
- (5) Attempts to place the records in a suitable historical repository within Pennsylvania other than the State Archives have been unsuccessful. Priority will be given to historically significant records that are in imminent danger of destruction or which may be removed from public access if not acquired by the State Archives.

Nongovernmental Records received through gift, bequest, exchange, purchase and field work will only be accessioned into the permanent collection after review by the State Archives collections committee as described in the agencywide accessioning section above and in accordance with State Archives procedures.

Accessioning Published Materials

Published materials will not normally be considered for permanent preservation by the State Archives. Printed and published material, such as newspapers, books, pamphlets, brochures, magazines or other materials duplicated in quantity are most often directed to the State Library or other appropriate library.

Accessioning Reproductions

Reproductions of collections or parts of collections, where the originals are located at other repositories and are readily available for public use, will only be considered for accession if their acquisition will significantly facilitate the research of patrons visiting the State Archives.¹⁸

Accessioning Archival Collections at PHMC Museums

Acquisitions at PHMC's historic sites and museums, which are comprised of at least 1 cubic foot of solely archival¹⁹ materials will be accessioned and assigned a manuscript group (MG) number by the State Archives and will be cross-cataloged by the historic site or museum. Smaller groups of archival records, or those that form an incidental part of a larger collection of artifacts, will be accessioned as part of the museum collection unless the site has determined them to be significant enough to warrant inclusion in the State Archives collections and an agreement is made with the State Archives to accession them.

¹⁶ For example, records of a nongovernment environmental organization that conducted significant programs at state parks in partnership with or on behalf of commonwealth agencies.

¹⁷ For example, noncommonwealth records related to the response to the Flight 93 terrorist attack of September 11, 2001.

¹⁸ For example, in the days before census records were readily available on the internet, copies were retained at the State Archives, even though copies were readily available in public libraries throughout the state, because it greatly facilitated patron research to have them at hand. Currently the State Archives maintains copies of many county vital records for the same reason.

¹⁹ These collections, according to the definition of the Society of American Archivists, consist solely of documents—such as text on paper, photographs, motion pictures, videos, sound recordings, electronic records, etc.—rather than artifacts or published materials.

ARCHIVES DEACCESSIONING

Deaccessioning Permanent Commonwealth Public Records

Commonwealth public records once appraised to have permanent value may occasionally be reappraised and determined to have such limited administrative, legal, fiscal or historical value that retention is no longer justified. In this case, the Executive Board will be asked by the State Archives to approve a revised records retention and disposition schedule, if necessary, that will authorize destruction. Records retention periods are reevaluated and amended periodically upon the suggestion of a department, as a result of legal advice, or because of changes in regulations or legislation.

Deaccessioning Permanent Records from Political Subdivisions

County and local government records committees have the sole authority to designate a record series within their retention and disposition schedules as permanently or historically valuable. Records from political subdivisions once determined to have archival value may occasionally be reevaluated and determined to have such limited administrative, legal, fiscal or historical value that retention is no longer justified. The procedures for reappraising records of the political subdivisions are handled by local government records staff and officially approved by the appropriate (county or local) records committee; together they will revise the records retention and disposition schedule as necessary for removal. After formal approval by the appropriate county and local government officials and/or records committee, the archives will schedule the records for deaccession and/or destruction.

Deaccessioning Nongovernment Records

Nongovernment records found not to meet Pennsylvania State Archives collecting priority criteria or found to be better suited to the collecting mission of another institution may be deaccessioned. The State Archives collections committee reviews potential deaccession from the permanent collection as described in the agencywide deaccession section above and in accordance with Pennsylvania State Archives procedures.²⁰

²⁰ As described in the agencywide deaccessioning section above.

PHMC Collections Management Policy Statements

1. AGENCYWIDE COLLECTIONS MANAGEMENT

1.1. Conflicts of Interest:

1.1.1. Any actual or potential conflict of interest must be immediately disclosed for review by the PHMC chair and the PHMC executive director. Potential conflicts of interest include but are not limited to:

- a) using a position to influence other individuals or organizations for private benefit or profit;
- b) using any collection items for personal purpose or gain;
- c) using PHMC property to store personal collections (incidental items may be kept onsite for personal use if formally documented in accordance with PHMC procedures);
- d) falsely representing oneself as collecting for PHMC;
- e) engaging in personal sales or purchases of historic, scientific and artistic objects when such a transaction might conflict with state interests in those objects;
- f) not granting PHMC the right of first refusal to acquire at fair market value any objects purchased or sold when such a transaction might lead to a conflict of interest;
- g) representing PHMC in any monetary appraisals or authentications for financial gain.

1.2. Accessioning:

1.2.1. PHMC will only accession an object into its permanent collection after investigation into and deliberation on the history, significance and title with the approval of the executive director.

1.2.2. PHMC will only accession objects for which it has title.

1.2.3. PHMC will not knowingly acquire objects derived from unauthorized, unscientific or unethical collecting practices.

1.2.4. PHMC will not acquire objects obtained through wrongful seizure.

1.2.5. PHMC will refuse conditions or restrictions on donations or transfers of objects to the collections. Exceptions will only be granted by the executive director.

1.3. Deaccessioning:

1.3.1. PHMC will only deaccession objects from its permanent collection after an investigation into and deliberation on the history, significance and use of the object and with the approval of the executive director.

1.3.2. PHMC will attempt to only transfer deaccessioned objects to responsible educational institutions that have missions suited to, will adequately care for, and will ensure public access.

1.3.3. If objects cannot be placed with an educational institution and has been approved for sale, then PHMC may sell the property at public auction.

1.3.4. PHMC will only use money or compensation received from the deaccession or transfer of objects for acquisition of new collections or direct care benefiting the collection.

1.4. Loans-in

1.4.1. All loans of object to PHMC will be governed by a written loan agreement for a specified purpose, specified time, and with an option for renewal.

1.4.2. PHMC will exercise the same degree of care for loan objects as it does for items in its own collections.

1.4.3. PHMC does not display objects to add to or fortify the value of displayed objects.

1.4.4. PHMC will not knowingly borrow objects of contested legal title or illegal acquisition.

1.5. Loans-out

- 1.5.1. Whether within PHMC or to partners, commonwealth agencies or political subdivisions, all loans of collection objects are governed by a PHMC loan agreement for a specified purpose, specified time, and with an option for possible renewal.
- 1.5.2. PHMC will not knowingly lend objects of contested legal title.

1.6. Conservation

- 1.6.1. All loans of objects for conservation or identification will be governed by an agreement for a specified purpose and specified time.
- 1.6.2. Destructive analytical techniques should only be undertaken after review and approval by the bureau director and the executive director.

1.7. Collection Stewardship

- 1.7.1. PHMC collection records are active commonwealth records of permanent fiscal, legal, administrative and archival value that must be secured against accidental or intentional destruction.
- 1.7.2. PHMC will conduct regular inventories combined with a review of existing collections documentation.

1.8. Access to Collections

- 1.8.1. PHMC may restrict access to the collections because of considerations of security, space, safe handling and availability of appropriate staff.

2. COLLECTIONS MANAGEMENT AT PHMC MUSEUMS

2.1. Accessioning

- 2.1.1. PHMC will collect building components but will prioritize the retention of those components *in situ*.
- 2.1.2. PHMC will ensure that correlations between specimens and field records are maintained for all field collections.

2.2. Deaccessioning

- 2.2.1. Any object to be deaccessioned must have been owned by PHMC for at least seven years, unless it presents a clear danger to people or property or is in such poor physical condition that it cannot support PHMC's research, educational or exhibition purposes.
- 2.2.2. PHMC will only permit the transfer of archaeological and scientific permanent collections to other educational institutions

3. COLLECTIONS MANAGEMENT AT THE STATE ARCHIVES

3.1. Accessioning Government Records from Political Subdivisions

- 3.1.1. The State Archives will accession records from political subdivisions with historical value if there is no local government archives option and:
 - a) attempts to place the records in a suitable local or regional historical repository have been unsuccessful;

- b) there has been a failure to preserve the records that pose significant historical, financial, property or legal risk to residents who are served by the records;
- c) retention of the records by the State Archives would not significantly diminish its ability to care for equally significant records produced by commonwealth agencies.

3.2. Accessioning Nongovernment Records

3.2.1. The State Archives collects nongovernmental records relating to Pennsylvania history only if one or more of the following criteria are met:

- a) The records are very closely associated with a significant government *official*. Priority will be given to records that document the lives and careers (public and nonpublic) of the commonwealth's governors and first spouses and the public careers of significant members of the State Senate, state judiciary and statewide elective offices.
- b) The records are very closely associated with a government *function* performed by commonwealth agencies. Priority will be given to records that complement the official government records held at the State Archives.
- c) The records are very closely associated with an *event* in which government agencies were significantly involved. Priority will be given to records that complement the official government records held at the State Archives.
- d) The records have statewide or national rather than local or regional significance.
- e) Attempts to place the records in a suitable historical repository within Pennsylvania other than the State Archives have been unsuccessful. Priority will be given to historically significant records that are in imminent danger of destruction or which may be removed from public access if not acquired by the State Archives.

3.2.2. Barring some indicia of historical significance, printed and published material will not be accessioned but directed to the State Library or other appropriate library.

3.3. Reproductions

3.3.1. Reproductions of collections or parts of collections, where the originals are located at other repositories and are readily available for public use, will only be considered for accessioning if their acquisition will significantly facilitate the research of patrons visiting the State Archives.

PROFESSIONAL ORGANIZATIONS

PHMC has as its highest responsibility collecting, caring for and sharing collections of historical, cultural and scientific importance following professional best practices. PHMC commissioners, staff, volunteers and interns will act in accordance with ethics, standards and best practices established by their discipline's professional organizations, including :

- American Alliance of Museums' *Code of Ethics for Museums and Core Standards for Museums*
- American Association for State and Local History's *Statement of Professional Standards and Ethics*
- American Institute for Conservation of Historic and Artistic Works' *Code of Ethics and Guidelines for Practice*
- American Library Association's *Code of Ethics*
- Archaeological Institute of America's *Code of Professional Standards*
- International Council of Museums' *Code of Ethics for Museums and Code of Ethics for Natural History Museums*
- Register of Professional Archaeologists' *Standards of Research*
- Society for American Archaeology's *Principles of Archaeological Ethics*
- Society of American Archivists' *Core Values Statement and Code of Ethics*

Glossary²¹

Access: The right, opportunity or means of finding, encountering or using collections or information.

Accession: in the museum and archives professions, the formal process of accepting (after legal title, possession and approval have been secured) and registering materials that have sufficient historical or scientific value to warrant permanent collection care.

Acquisition: The act by which one acquires or procures property.

Appraisal: (1) (archival definition) The process of reviewing materials offered to a museum or archives to identify those materials that have sufficient historical/archival value to be accessioned. 2. (monetary valuation) The estimation of an artifact's monetary value. Monetary evaluations are rarely conducted by museums and archives, generally only to establish an insurance value.

Archival value: The ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential or historical information they contain, justifying their continued preservation.

Archives: (1) The noncurrent records of an organization or institution preserved because of their continuing value. (2) The agency responsible for selecting, preserving and making available records determined to have permanent or continuing value.

Artifact: Something made by or modified by a human being.

Catalog: (v) Creation of a record of information specific to an object, assembly or lot, cross-referencing other records and files. (n) The formal record created to record information specific to each accessioned collection elements

Collection: A set of objects with historical, artistic or scientific importance distinct from that of the objects considered individually.

Collections committee: A group of knowledgeable PHMC peers, appointed by the executive director in staggered terms of three years, who meet bimonthly or as circumstances require, to review proposed acquisition and deaccession recommendations.

Collections management: The activities that related to the administration and care of collections, including preservation, access and documentation.

Collections management procedures: Guidelines and directives that provide directions for implementing the collections management policy.

Collections stewardship: The careful, sound and responsible management of collections and associated documentation entrusted to a museum's care, including the legal, social and ethical obligations to provide proper management, preservation and access.

²¹ Some definitions taken from the Society of American Archivists and ICOM glossaries.

Curation: The process of managing, preserving and interpreting a collection according to professional museum standards and archival practices.

Curation agreement (or guidelines): A contract between two parties detailing the curation of a collection, including the details on the state of the collection when given to the repository, work to be done at the repository, responsibilities to the collection for both parties, costs, ownership, and access and use of the collection

Custody: The care and control of a thing for inspection, preservation or security.

Deposit: To transfer records or other materials to a repository without transfer of title.

Deaccession: The formal process by which an archives, museum or library reviews materials to identify those with insufficient historical, archival or scientific value to warrant permanent collection care, so as to remove them from its permanent collection and physical custody. Deaccessioning is a tool for strengthening and refining collections through a process of continual, thoughtful and disciplined reassessment of the fit between an institution's mission and resources and its existing permanent collections to identify and reallocate items that would be better safeguarded and interpreted by another institution or have insufficient historical, scientific or artistic value to warrant perpetual care.

Direct Care: An investment that enhances the life, usefulness or quality of a museum collection including object testing, analysis and treatment, and the materials, supplies and related contract services related to that treatment.

Disposal: The process of physically removing an object from PHMC custody, such as destruction, transfer or sale.

Disposition: Materials' final destruction, transfer or sale that mark the end of PHMC's custody

Due diligence: All the required endeavors to establish the facts of a case before deciding a course of action.

Educational or "for use" collection: A group of objects, records or specimens with educational value, used in hands-on public programs, handled by interpreters or members, or to provide the public tactile interaction with history. These items are relevant to PHMC's mission, mandates, history and themes but without sufficient historical or scientific value to warrant inclusion into the permanent collection.

Evaluation: (records management) The process of assessing records to determine the length of time records should be retained, based on legal requirements and on their current and potential usefulness. Evaluation is typically used by records managers to indicate a preliminary assessment of value based on existing retention schedule.

Found in collection: Object/archival material or specimens in the collection without associated title or formal provenance.

Historical value: The importance or usefulness of records that justifies their continued preservation because of the enduring administrative, legal, fiscal or evidential information they contain.

In situ: Describes the state of an artifact or other object in its original deposition without disturbance.

Management partners: Noncommonwealth, nonprofit educational organizations that administer partner property sites and programming in partnership with PHMC. Formal written agreements (covenant, memorandum of understanding, management agreement, etc.) are established to detail rights and responsibilities. As representatives of PHMC, management partners abide by PHMC policy, guidelines and best practices.

Permanent collection: PHMC holdings (accessioned artifacts, specimens, and archival records of historical or scientific value that are relevant to PHMC's mission, mandates, history and themes) that PHMC manages, preserves and makes available in perpetuity for the benefit of the public.

Permanent value: The ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential or historical information they contain that justifies their continued preservation.

Policy: A guideline that regulates organizational action.

Provenance: The full history of ownership of an item from the time of its discovery or creation to the present day.

Provenience: The *in situ* location at the time of archaeological discovery.

Provenience: The in situ location at the time of archaeological discovery.

Public Record: Government records that are not restricted and are accessible to the public.

Public trust: A relationship in which the museum holds property that is administered for the benefit of the public.

Reappraisal: The process of reviewing materials to reassess their retention value or to identify materials that no longer merit inclusion in an archives and that are candidates for deaccessioning.

Records management: The systematic and administrative control of records throughout their life cycle to ensure efficiency and economy in their creation, use, handling, control, maintenance and disposition.

Registration: The process of assigning an accession a unique place in a serial order in the system of formal documentation of the collections, listing the contents of a collection, their source and other important particulars.

Retention schedule (also disposal schedule, records schedule, records retention schedule, or transfer schedule): A document that identifies and describes an organization's records, usually at the series level, and provides instructions for the disposition of records throughout their life cycle.

Surrogate: A reproduction of a material object.