

Department of the Interior Inventory Data Standards¹

The Department of the Interior (DOI) is committed to the stewardship and accountability of its museum collections, which includes the physical inventory of its museum objects. Inventory enables DOI to identify missing objects, update information in object catalog records, and assess object condition and conservation needs. Conducting an inventory involves physically locating and documenting a sub-set of objects from a particular collection housed at bureau and non-Federal repositories. This is done at an interval and using the appropriate method according to DOI policy and as determined by the DOI bureau responsible for inventorying the collection.

DOI uses the set of data standards provided below to inventory its museum objects. DOI asks that non-Federal repositories voluntarily provide the data for as many of the fields below as possible, per object inventoried. DOI is committed to working with its non-Federal repository partners to accomplish its biennial or annual inventories in the most practical, least burdensome manner, consistent with DOI's mandated stewardship responsibilities.

- (1) *Object(s) found.* Compare the catalog number to the number on the object's label or tag.
- (2) *Item count.* Includes item count, lot, bulk, linear feet, etc.
- (3) *Location of the object(s).* The actual physical location of the object.
- (4) *Condition of the object(s).*

Note: The most common inventory method that DOI units use is a random sample inventory.

Paperwork Reduction Act Statement: This information is collected on a voluntary basis to satisfy DOI's responsibilities for ensuring the proper management of DOI museum collections held at non-Federal repositories as defined in: 36 CFR Part 79, 43 CFR Part 10, and 41 CFR Part 102. It is estimated that responding to the request will take an average of 1 hour to complete. This includes the amount of time it takes to gather the information and send it to the requestor. If you wish to make comments on the instructions, please send them to the U.S. Department of the Interior, Interior Museum Program, 1849 C Street N.W., MS-4262-MIB, Washington, D.C. 20240. Note: Comments, names and addresses of commentators are available for public review during regular business hours. If you wish us to withhold this information, you must state this prominently at the beginning of your comment. We will honor your request to the extent allowable by law. In compliance with the Paperwork Reduction Act of 1995, as amended, the collection has been reviewed by the Office of Management and Budget and assigned a control number and expiration date. The number and expiration date are at the top of these instructions. Please note that an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

¹ Based on Museum Property Directive 3, *Required Standards for Documenting Museum Property*.