

## Department of the Interior Accession Records Data Standards<sup>1</sup>

The Department of the Interior (DOI) is committed to the stewardship of its museum collections, which begins with accessioning objects that meet the criteria identified in an appropriate Scope of Collection Statement. Accessioning is the formal, documented process to legally add an object or group of objects to a museum collection. Although DOI should accession its collections before they are sent to a non-Federal repository, there are cases where the non-Federal repository has accessioned DOI collections as the custodian for DOI.

DOI uses the set of data standards provided below to accession its museum objects housed at both bureau facilities and non-Federal repositories. Additionally, DOI is consolidating documentation by migrating catalog data to the Interior Collection Management System (ICMS).

DOI recognizes that non-Federal repositories may not have the information to complete all the fields below for each accession. DOI asks that non-Federal repositories voluntarily provide the data for as many fields as possible in an Excel spreadsheet or similar format. This will enable DOI to migrate the data into ICMS.

- (1) *Accession number.*
- (2) *Source of accession* (individual or institution) and responsible official.
- (3) *Complete address of source of accession.*
- (4) *Telephone number of source of accession.*
- (5) *Date received.*
- (6) *Date of accession.*
- (7) *Type of accession* (Donation; Exchange; Field Collection; Purchase; Transfer).
- (8) *Description.*
- (9) *Project name*, as appropriate.
- (10) *Item total by discipline type.* This may include an actual total, an estimated total, and/or a bulk count, as appropriate.
- (11) *Catalog status* (Not Cataloged; Partially Cataloged; Fully Cataloged).
- (12) *Catalog number(s) within the accession*, as available.

**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. It is estimated that responding to the request will take an average of 2 hours 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.

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<sup>1</sup> Based on Museum Property Directive 3, *Required Standards for Documenting Museum Property.*