

**INPUT ON COLLECTIONS FROM LANDS ADMINISTERED
BY THE DEPARTMENT OF THE INTERIOR THAT ARE
LOCATED AT NON-FEDERAL FACILITIES**

**OMB CONTROL NUMBER 1084-XXXX,
EXPIRATION DATE: xx/xx/20xx**

Since the passage of the *Antiquities Act* in 1906, universities, museums, and other organizations have carried out scientific research on lands administered by the Department of the Interior (DOI). These projects have been invaluable to the public, the advancement of science, and DOI's programs. We recognize the vital role of our partners in this area and appreciate their ongoing efforts to recover, study, and preserve the millions of specimens, artifacts, and associated records that comprise the DOI museum objects that they hold in trust for all Americans.¹

Most of these collections are documented, properly housed, and available for research. However, others may exist as well—for which documentation is scant, missing, or non-existent. We are seeking basic information about these unknown “legacy collections” to meet our mandate to identify, locate, and assess their condition.

We have no intention of relocating collections; the objective is enhanced documentation and information in support of our mutual goals of preservation and use. We recognize that there may be little or no specific information to provide to us other than conjecture. However, any information that you can provide will further our ability to work in partnership with your institution to support our shared goals. Thank you.

Should you have any comments or questions, please contact Steven Floray at the U.S. Department of the Interior Museum Program by email Steven_Floray@ios.doi.gov or telephone (202) 513-7565.

¹DOI Museum Objects: All artifacts and specimens which were recovered from public lands managed at the time by the Department, along with the associated project records. Those artifacts, specimens, and archives are established as Federal property under Federal law, implementing regulations, and Executives Orders. Common law also confers rights to landowners, including the Federal government, such as ownership of property, resources, and other tangible assets existing on or originating from those lands, unless those rights were previously relinquished, sold, awarded, or otherwise reassigned. Also, permits and other agreements for the collection of artifacts and specimens from public lands managed at the time by the Department further establish Federal ownership.

DOI is not retroactively asserting ownership of all collections that originated on lands that are now managed by DOI, prior to DOI managing those lands. DOI will not require, nor does it expect any non-Federal repositories to engage in laborious research to determine the land ownership status for each location where their specimens were collected. This type of work, if needed, is often done by bureau staff or may be contracted out by a bureau. DOI will be asking non-Federal Repositories to make a good faith effort to provide information they have available if the repository knows the collections were made on DOI lands at the time of collection.

Please fill out this form to the best of your ability and skip any questions that are not applicable or if information is unavailable. Questions marked with an asterisk (*) are required.

Institution *

Address *

Completed By *

Title *

Email *

Phone *

Official Contact (if different)

Official Contact Title

Official Contact Email

Official Contact Phone

Does your institution hold any artifacts, scientific specimens, other objects, or associated records generated from projects or activities on DOI-administered lands?

- Yes
- No
- Maybe

Collections Information

You answered "yes" or "maybe" to the previous question of whether your institution holds any artifacts, scientific specimens, other objects, or associated records generated from projects or activities on DOI-administered lands. If this is incorrect, you may go back and revise your answer. Please note which DOI bureaus (either known or suspected):

Please select "Yes," "No," or "Maybe" for *all* lines.

	Yes	No	Maybe
Bureau of Indian Affairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bureau of Land Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bureau of Reclamation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fish and Wildlife Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
National Park Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
U.S. Geological Survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This institution likely has items from DOI-administered lands but we lack the expertise or resources to assess them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What is the basis for this determination?

- | | |
|--|--|
| <input type="checkbox"/> Current Curation Agreement | <input type="checkbox"/> Institutional History |
| <input type="checkbox"/> Long-term Loan Agreement | <input type="checkbox"/> Database or Catalog Records |
| <input type="checkbox"/> Project Permit Information | <input type="checkbox"/> I don't know |
| <input type="checkbox"/> Contract for Curation | <input type="checkbox"/> Other |
| <input type="checkbox"/> Memorandum of Understanding | <input type="text"/> |

What disciplines does your repository curate?

Archaeology

Archives

Art

Biology

Ethnography

Geology

History

Paleontology

Other

BIA Collections

You answered that you know/suspect there are collections associated with the *Bureau of Indian Affairs* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *Bureau of Indian Affairs*-administered lands, by discipline.

If you do not know, please specify in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

You answered that you know/suspect there are collections associated with the *Bureau of Land Management* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *Bureau of Land Management*-administered lands, by discipline.

If you do not know, please specify in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

You answered that you know/suspect there are collections associated with the *Bureau of Reclamation* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *Bureau of Reclamation*-administered lands, by discipline. If you do not know, please specify in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

You answered that you know/suspect there are collections associated with the *Fish and Wildlife Service* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *Fish and Wildlife Service*-administered lands, by discipline.

If you do not know, please specify in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

You answered that you know/suspect there are collections associated with the *National Park Service* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *National Park Service*-administered lands, by discipline. If you do not know, please specify in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

Copy of You answered that you know/suspect there are collections associated with the *United States Geological Survey* at your institution. If possible, please estimate the number (or cubic/linear feet) of objects and associated records from *United States Geological Survey*-administered lands, by discipline.

If you do not know, please specify in the comments box.

	Number of Objects	Cubic Feet of Objects	Lots of Objects	Linear Feet of Associated Records
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

Accessioning

Are part or all of the collections from DOI-administered lands accessioned by your repository?

- Yes No I don't know

If yes, what is the estimated percentage?

Cataloging

Are part or all of the collections from DOI-administered lands cataloged?

Yes

No

I don't know

Cataloged bureaus

You answered "yes" to the previous question. Please select the bureaus for which your repository has cataloged collections:

Bureau of Indian Affairs

Fish and Wildlife Service

Bureau of Reclamation

U.S. Geological Survey

National Park Service

None

Bureau of Land Management

I don't know

BIA Cataloging

You answered that all or some of your collections associated with the *Bureau of Indian Affairs* at your institution have been cataloged. If possible, please estimate the following for the *Bureau of Indian Affairs*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper vs. digital catalog records.

If you do not know, please specify in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

You answered that all or some of your collections associated with the *Bureau of Land Management* at your institution have been cataloged. If possible, please estimate the following for the *Bureau of Land Management*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper vs. digital catalog records.

If you do not know, please specify in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

You answered that all or some of your collections associated with the *Fish and Wildlife Service* at your institution have been cataloged. If possible, please estimate the following for the *Fish and Wildlife Service*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper vs. digital catalog records.

If you do not know, please specify in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

You answered that all or some of your collections associated with the *National Park Service* at your institution have been cataloged. If possible, please estimate the following for the *National Park Service*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper vs. digital catalog records.

If you do not know, please specify in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

You answered that all or some of your collections associated with the *United States Geological Survey* at your institution have been cataloged. If possible, please estimate the following for the *United States Geological Survey*: number of catalog records created; percent of cataloged objects, by discipline; and percentage of paper vs. digital catalog records.

If you do not know, please specify in the comments box.

	Number of Catalog Records	% Cataloged	% Paper Only	% Digital
Archaeology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ethnography	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Geology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
History	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paleontology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

Electronic Cataloging

Are any of the collections from DOI-administered lands cataloged in an electronic database system?

Yes

No

I don't know

If yes, what database system is used? (Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Argus (TM) | <input type="checkbox"/> Museum Plus (TM) |
| <input type="checkbox"/> CONTENTdm (TM) | <input type="checkbox"/> Past Perfect (TM) |
| <input type="checkbox"/> KE EMu (TM) | <input type="checkbox"/> Re:discovery/Proficio (TM) |
| <input type="checkbox"/> Microsoft Access (TM) | <input type="checkbox"/> Specify (TM) |
| <input type="checkbox"/> Microsoft Excel (TM) | <input type="checkbox"/> TMS/Gallery Systems (TM) |
| <input type="checkbox"/> Mimsy (TM) | <input type="checkbox"/> Vernon CMS (TM) |
| <input type="checkbox"/> MINISIS (TM) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Mint (TM) | <input type="text"/> |

NAGPRA

To the best of your knowledge, are any of the collections from DOI-administered lands subject to the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA)?

- Yes No I don't know

Inventory

Has a physical inventory of collections from DOI-administered lands been completed?

- Yes No I don't know

Inventory Part 2

You indicated above that a physical inventory of collections from DOI-administered lands has been completed. Please note the type of inventory:

- Full Partial Random Sample I don't know

Please provide the date of the most recent inventory.

 Calendar

New collections

Are collections from DOI-administered lands:

	Frequently	Sometimes	Never
Used for research?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Used in exhibits (including online)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loaned out to other institutions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

New collections 2

Do you continue to accept collections from DOI?

- Yes No I don't know

New Collections 3

You answered "no" to the previous question. Why not? (Choose all that apply)

- Lack of space Prefer not to accept them
 Not a collection focus Cannot meet DOI standards
 Lack of research interest I don't know
 Have not received requests from DOI agencies Other

(untitled)

How many other departments at your institution may have collections from DOI lands? (If none or unknown, enter 0.)

Other Departments with Collections from DOI Lands

Please note the following for the first department at your institution that may have collections from DOI lands:

Department

Contact

Email

Please note the following for the second department at your institution that may have collections from DOI lands:

Department

Contact

Email

Please note the following for the third department at your institution that may have collections from DOI lands:

Department

Contact

Email

Please note the following for the fourth department at your institution that may have collections from DOI lands:

Department

Contact

Email

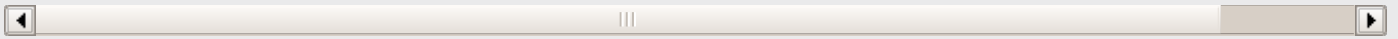
Please note the following for the fifth department at your institution that may have collections from DOI lands:

Department Contact Email



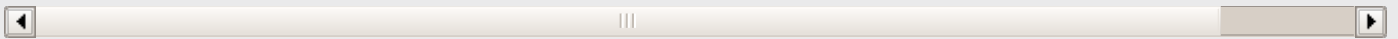
Please note the following for the sixth department at your institution that may have collections from DOI lands:

Department Contact Email



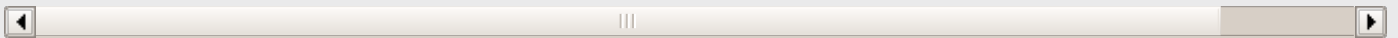
Please note the following for the seventh department at your institution that may have collections from DOI lands:

Department Contact Email



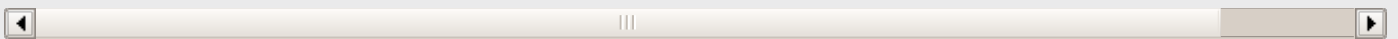
Please note the following for the eighth department at your institution that may have collections from DOI lands:

Department Contact Email



Please note the following for the ninth department at your institution that may have collections from DOI lands:

Department Contact Email



Please note the following for the tenth department at your institution that may have collections from DOI lands:

Department

Contact

Email



Attachments

If available, please attach any or all of the following documents that will help the DOI better understand the scope and content of the DOI collections at your institution.

NAGPRA summary

Browse...

Choose File

No file selected

Upload

Other NAGPRA Information

Browse...

Choose File

No file selected

Upload

Repository Fee Schedule

Browse...

Choose File

No file selected

Upload

DOI Collection Data

Browse...

Choose File

No file selected

Upload

Collections Management Policy

No file selected

Mission Statement

No file selected

Additional Comments

No file selected

Other

No file selected

Comments

Comments:

Thank You

If you have any comments or questions, please contact Steven Floray by email at Steven_Floray@ios.doi.gov or telephone at (202) 513-7565. Thank you for your willingness to assist the U.S. Department of the Interior with this request for information.

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 5 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 form and 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.