**INPUT ON COLLECTIONS FROM LANDS ADMINISTERED BY THE U.S. DEPARTMENT OF THE INTERIOR THAT ARE LOCATED AT**

**NON-FEDERAL FACILITIES, OMB CONTROL NUMBER 1084-0034**

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 which they hold in trust for all Americans.

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.

 **Please fill out this form to the best of your ability and skip any questions that are not applicable or if information is lacking.**

|  |  |
| --- | --- |
| Institution |  |
| Address |  |
| Completed by  |  | Title |  | Email |  | Telephone |  |
| Official Contact (if different) |  | Title |  | Email |  | Telephone |  |

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

If no, please stop here. Thank you for your assistance.

If yes or maybe, please note which DOI bureaus (either known or suspected) below:

Bureau of Indian Affairs Y [ ]  N [ ]  Maybe [ ]  Bureau of Land Management Y [ ]  N [ ]  Maybe [ ]

Bureau of Reclamation Y [ ]  N [ ]  Maybe [ ]  Fish and Wildlife Service Y [ ]  N [ ]  Maybe [ ]

National Park Service Y [ ]  N [ ]  Maybe [ ]  U.S. Geological Survey Y [ ]  N [ ]  Maybe [ ]

We likely have items from DOI-administered lands but we lack the expertise or resources to assess them. [ ]

|  |  |
| --- | --- |
| Current Curation Agreement |  |
| Long-term Loan Agreement |  |
| Project Permit Information |  |
| Contract for Curation  |  |
| Memorandum of Understanding/Agreement |  |
| Institutional History |  |
| Database or Catalog Records |  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

1. What is the basis for your assessment?

|  |  |
| --- | --- |
| Archaeology |  |
| Archives |  |
| Art |  |
| Biology |  |
| Ethnography |  |
| Geology |  |
| History |  |
| Paleontology |  |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

1. What disciplines does your repository curate?
2. Are any of the collections from DOI-administered lands accessioned? Yes ☐ No ☐

 If yes, what is the estimated percentage? \_\_\_\_\_\_\_

1. Are any of the collections from DOI-administered lands cataloged? Yes [ ]  No [ ]
2. If you answered yes in #5, please provide the estimated: number of catalog records created by bureau; percent of cataloged objects by discipline; and percentage of paper vs. digital catalog records.

|  |
| --- |
| **Bureau(s):**  |
| **Discipline** | **Number of Catalog Records** | **% Cataloged** | **% Paper Only** | **% Digital** |
| Archaeology |  |  |  |  |
| Archives |  |  |  |  |
| Art |  |  |  |  |
| Biology |  |  |  |  |
| Ethnography |  |  |  |  |
| Geology |  |  |  |  |
| History |  |  |  |  |
| Paleontology |  |  |  |  |

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

Yes [ ]  No [ ]  If yes, what database system is used? (Please check all that apply)

Argus™ [ ]  CONTENTdm™ [ ]  KE EMu™ [ ]  Microsoft Access™ [ ]  Microsoft Excel™ [ ]

Mimsy™ [ ]  MINISIS™ [ ]  Mint™[ ]  Museum Plus™[ ]  Past Perfect™ [ ]  Re:discovery/Proficio™[ ]

Specify™ [ ]  TMS/Gallery Systems™ [ ]  Vernon CMS™ [ ]  Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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 [ ]
2. Has a physical inventory of collections from DOI-administered lands been completed?

Yes [ ]  No [ ]  If yes, please note the type: Full [ ]  Partial [ ]  Random Sample [ ]

Date of the most recent inventory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are collections from DOI-administered lands:
* Used for research? Frequently [ ]  Sometimes [ ]  Never [ ]
* Used in exhibits (including online)? Frequently [ ]  Sometimes [ ]  Never [ ]
* Loaned out to other institutions? Frequently [ ]  Sometimes [ ]  Never [ ]
1. Do you continue to accept collections from DOI? Yes [ ]  No [ ]

If no, why not? (Choose all that apply)

 Lack of space [ ]  Not a collection focus [ ]  Lack of research interest [ ]

 Have not received requests from DOI agencies [ ]  Prefer not to accept them [ ]

 Cannot meet DOI standards [ ]  I don’t know [ ]

 Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are there any other departments at your institution that may have collections from DOI-administered lands? If so, please note:

|  |  |
| --- | --- |
| Department(s): |  |
| Contact(s): |  |
| Email(s): |  |

1. Please attach any documents that will help DOI better understand the scope and content of the DOI collections at your institution, such as:

NAGPRA summary [ ]  Other NAGPRA information [ ]  Repository fee schedule [ ]

DOI collection data [ ]  Collections Management Policy [ ]  Mission Statement [ ]

Additional documents [ ]  Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Comments:

**[fillable text field]**

***Thank you for your willingness to assist the Department of the Interior with this request for information.***