

**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.

2. What is the basis for your assessment?

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

3. What disciplines does your repository curate?

Archaeology	
Archives	
Art	
Biology	
Ethnography	
Geology	
History	
Paleontology	
Other _____	

4. Are any of the collections from DOI-administered lands accessioned? Yes  No   
If yes, what is the estimated percentage? \_\_\_\_\_
5. Are any of the collections from DOI-administered lands cataloged? Yes  No
6. 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.

<b>Bureau(s):</b>				
<b>Discipline</b>	<b>Number of Catalog Records</b>	<b>% Cataloged</b>	<b>% Paper Only</b>	<b>% Digital</b>
Archaeology				
Archives				
Art				
Biology				
Ethnography				
Geology				
History				
Paleontology				

7. 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  \_\_\_\_\_

8. 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

9. 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: \_\_\_\_\_

10. 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

11. 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  \_\_\_\_\_

12. 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):	

13. 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       | <input type="checkbox"/> | Other NAGPRA information             | <input type="checkbox"/> | Repository fee schedule | <input type="checkbox"/> |
| DOI collection data  | <input type="checkbox"/> | Collections Management Policy        | <input type="checkbox"/> | Mission Statement       | <input type="checkbox"/> |
| Additional documents | <input type="checkbox"/> | Other <input type="checkbox"/> _____ |                          |                         |                          |

14. Comments:

[fillable text field]

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