



HISTORY *Colorado*

Collection Management Policy

Approved by the Board of Directors 7/28/2011

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Collection Management Policy Narrative

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I. INTRODUCTION

Statement of Purpose

As the designated steward of Colorado history, we aspire to engage people in our State's heritage through collecting, preserving and discovering the past in order to educate, and to provide perspectives for the future.

--Mission statement approved by Board of Directors November 10, 2004

The Collection Management Policy supports this mission by articulating guidelines that shape collections activities; provide tools for deaccession decisions; and clarify the role of collaboration, outreach, preservation, and interpretation in regard to the collections of History Colorado, also known as the State Historical Society of Colorado.

Key Principles:

- History Colorado recognizes that the collection is held in public trust for current and future citizens of Colorado.
- History Colorado is governed by statutory requirements and operates in compliance with all applicable state and federal laws, including the Colorado Revised Statutes (e.g., C.R.S. § 24-80-201 et seq.).
- The Collection Management Policy and associated collection procedures support, and are supported by, best practices and ethics as defined by numerous professional associations.¹
- The Collection Management Policy supports History Colorado's current Strategic Action Plan, and recognizes the balance between the need for intellectual and physical control of the collections and the goal of providing public access to those collections.

Key Collection Management Documents:

1) Collection Management Policy (CMP)

- Sets forth the principles governing collections activities, practices, and operations
- Supports the fundamental policy statements of the institution, such as the mission, vision, etc.

2) Collection Procedures

- Implement collections policy
- Guide staff in their day-to-day management of collections
- Provide mechanisms for ensuring intellectual and physical control over collections

3) Collection Plan

¹ American Association of Museums, the Society of American Archivists, the Society for American Archaeology, the American Library Association, and other relevant organizations.

- Defines purpose, goals, and scope of collection and collecting activities within the context of institutional mission and vision
- Provides flexible guidance for staff
- Considers available resources

II. ABOUT THE COLLECTION

History Colorado’s artifacts and original documentary materials (hereafter referred to as “collection”) offer the people of the state, and its visitors, access to the rich history of Colorado in ways that ignite the imagination, stimulate curiosity, and facilitate a deeper understanding of the present. The value of the collection lies in the stories it embodies and its potential for building public awareness and understanding of the state’s history through educational programs, research, interpretation, exhibitions, and community building.

History of the Collection

After its founding by a special act of the General Assembly in 1879, the State Historical and Natural History Society began to acquire material evidence of the state's past through donation, purchase, exchange, and field collecting. In 1915, the Society was formally recognized as a State Agency. In 1927, the natural history part of the institution was removed and the State Historical and Natural History Society became simply the State Historical Society of Colorado. A recent statutory enactment declares that the Society “has a unique role as the state educational institution charged with collecting, preserving, and interpreting the history of Colorado and the west.”² The collection is central to History Colorado’s educational and interpretive mission, and the agency has a legal and fiduciary responsibility to maintain and strengthen it. The collection currently comprises approximately 200,000 artifacts, 750,000 photographs, and 7,000 linear feet of textual and archival materials. The collection is currently divided into four curatorial areas:

Books and Manuscripts

The Books and Manuscripts Department contains textual material in a variety of formats, including printed books, serials, and ephemera; manuscripts and archives; oral histories and sound recordings; scrapbooks; maps; and architectural drawings. The department houses the largest collection of Colorado newspapers in the state, and contains documentary material relating to organizations, people, places, and activities throughout Colorado.

Decorative and Fine Arts

The Decorative and Fine Arts Department oversees artifacts related to home furnishings and housewares; interior and exterior architectural elements and finishes; interior fixtures; household textiles; toys, games, and recreational/sports equipment; objects related to the 10th Mountain Division; decorative arts and

² C.R.S. § 12-47.1-1201(5)(a)(I)(A).

crafts; oil paintings; sculpture; and graphic works on paper and posters. The collection provides material evidence of home finishes and furnishings, daily household activities, available household conveniences, child rearing, and leisure activities.

Material Culture

Material Culture collections encompass personal artifacts including clothing and adornment; tools and equipment for industry, science, technology, communication, and transportation; communication artifacts including personal symbols, political campaign artifacts, religious artifacts, flags, and coins; and cultural artifacts from the Americas including archaeological, osteological, and ethnographic objects. The Material Culture Department is also responsible for ensuring institutional compliance with NAGPRA (Native American Graves Protection and Repatriation Act).

Photography and Film

The Department of Photography and Film contains photographic materials, from early daguerreotypes and glass negatives to digital prints, and from snapshots to works of photographic art. The department also manages motion picture films, news film, and home movies. The photography archive spans Colorado and western U.S. history from the 1840s to the present.

III. AUTHORITY

The executive functions of History Colorado are vested in the Board of Directors, consisting of thirty-seven members that meet at least quarterly. As the authority responsible for the supervision and direction of History Colorado's collection, the Board will approve, uphold, and be guided by this Collection Management Policy in regard to its collection-related decisions.

The Board Collections Committee is tasked with oversight of the management of History Colorado's Collections. The Board Collections Committee:

- Monitors and reviews Staff Collections Committee actions and recommendations with respect to the History Colorado collection, including acquisitions, management, care and access, and deaccessioning and repatriation
- Ensures compliance with relevant state and federal laws and internal policies relating to History Colorado collections
- Makes recommendations to the full board on deaccessioning and other collections issues that require Board approval

The officers and employees of History Colorado, under the supervision and direction of the Board, have charge of the work of History Colorado and of its collection. Their respective duties are determined by the Board and include management of the collection and its use.

The President and CEO of History Colorado will delegate specific tasks in managing the collection to appropriate staff members. The Director of Collections and Library Services supervises and oversees Curatorial and Collections staff (consisting of Collections Management and Registration), who are tasked with the day-to-day management of the History Colorado collection.

The Staff Collections Committee is chaired by the Director of Collections and Library Services and consists of Curatorial and Collections staff. This Committee will meet monthly to approve all acquisitions and make recommendations on deaccessioning and other collections issues to the Board Collections Committee. Approval by this committee for deaccessioning requires a quorum of fifty percent of the members with the Director of Collections and Library having a deciding vote in the case of a tie; approval for acquisitions and other decisions consists of a vote of the majority of members present, with the Director of Collections and Library having a deciding vote in the case of a tie.

Employees of History Colorado are subject to History Colorado's Code of Ethics, as outlined in Procedure Memorandum HR-8, effective November 1st, 2008.

IV. ACQUISITIONS

History Colorado, in support of its mission, builds and manages collections through acquisitions and accessions. Proper management of collections is a vital function in preserving and interpreting the history of Colorado and the West.

An acquisition is defined as artifacts or items which are physically transferred to History Colorado by a means other than formal loan. Many but not all acquisitions are reviewed and considered as potential accessions into the permanent collection; other acquisitions may be held in non-accessioned collections for research or educational use. Objects in custody are items History Colorado has acquired but for which it has not yet or will not obtain title. Acquisitions are received by means of gift, bequest, purchase, collected by staff, acquiring of state property, purchase, exchange, conversion, or are considered objects in custody (see Methods of Acquisition below).

History Colorado does not and will not knowingly acquire any artifact in violation of the laws and conventions of the United States³ or considered to be obtained through unethical or unprofessional practices as set forth by existing professional organizations.⁴ History Colorado will, for all acquisitions, follow and make depositors and donors aware of the Colorado statute on Loans to Museums (C.R.S. § 38-14-101 to § 38-14-112).

³ Those laws and conventions include but are not limited to the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), the Archaeological Resources Protection Act of 1979 (ARPA), the Endangered Species Act of 1973 (ESA), the Bald Eagle Protection Act of 1940 (Eagle Act), the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property of 1970, the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

⁴ Those organizations include but are not limited to the American Association of Museums, Society of American Archivists and the Society for American Archaeology.

Curatorial Staff are responsible for reviewing and researching potential acquisitions and, based on their subject matter expertise and knowledge of History Colorado's collections, presenting a recommendation for their disposition to the Staff Collections Committee.

Methods of Acquisition:

Gifts and Bequests

History Colorado is under no obligation to accept items offered as a gift or bequeathed to any entity or subdivision of History Colorado. All gifts and bequests will undergo a standard curatorial review process for potential acceptance into either the permanent or non-accessioned collections to ensure that items accepted meet History Colorado's collecting criteria. Any conflicts of interest arising from the offered donation of objects from Board or staff members will be evaluated before accepting collections; when objects are offered for donation by staff or their families, said staff members must excuse themselves from all decisions in regard to whether or not such items are accepted into the collections and how those items may be used.

History Colorado will only accept gifts and bequests with a free and clear title. Generally, only unconditional transfers without restrictions on use or future disposition will be accepted; restrictions will only be accepted if there is specific and compelling reason and the usefulness of the collection outweighs the restrictions placed upon it. Any restrictions accepted by History Colorado will be fully documented in all conveyance paperwork and noted in all permanent files. History Colorado seeks to secure exclusive or non-exclusive copyright license on all acquisitions for which title is transferred.

Fractional and promised gifts should likewise only be accepted in exceptional circumstances. All fractional and promised gifts will be reviewed, approved, and accepted as any other gift through standard acquisition policies and procedures. The special circumstances surrounding these gifts require approval of the Staff Collections Committee and legal guidance from the Attorney General's Office as History Colorado's legal representative. All fractional and promised gifts require a written contract outlining when complete title will be transferred to History Colorado.

History Colorado will not make, arrange, or pay for appraisals of gifts but may provide information to donors on finding appropriate appraisers. History Colorado will provide reasonable access to the donated materials as necessary for appraisals to be completed. History Colorado will not give advice or guidance to donors concerning legal or tax issues.

Items offered to History Colorado through gift or bequest but not accepted into the collections may, with permission of the donor or estate representatives, be sold with proceeds used to purchase future acquisitions or to benefit existing collections. In all such cases, items must go through the standard review process and procedures to ensure they should not be included in the permanent collections. Donors will be encouraged to consult with their tax professional on all donations.

Purchase

Objects may be acquired through purchase if an equivalent item is not available for acquisition through donation. While all purchases must be approved by the Staff Collections Committee, approval may also be required from the Division Director and President depending on the purchase price in accordance with History Colorado and state fiscal rules. When Board discretionary or restricted funds, or funds from the Colorado Historical Foundation, are to be used for an acquisition by purchase, the Board Collections Committee shall approve the acquisition.

History Colorado will follow all applicable federal, state and local laws and conventions when purchasing items for the collection. History Colorado will evaluate all potential conflicts of interest in accordance with its Ethics Policy before purchases are made.

Exchange

History Colorado may send collections items to another cultural institution in exchange for gaining collections from that institution. All items to be exchanged must first be removed from the History Colorado collections in accordance with the standard deaccession or removal of non-accessioned collections policies and procedures. Exchanges will not be made with privately held collections or individuals.

Conversion

This is an acquisition method by which there is no formal paperwork but rather a documentary process for obtaining title. Items found in the collection without documentation may be acquired or disposed of by History Colorado if thorough research is unable to determine title is owned by another entity. Old loans may also be acquired by History Colorado as a conversion as allowed by the Colorado statute on loans to museums (C.R.S. § 38-14-101 to § 38-14-112).

Collected by Staff

This acquisition method refers to artifacts collected by any History Colorado staff as part of their official duties, while representing History Colorado or while on History Colorado's time.

State Property

Materials collected from History Colorado (State) property or created by work for hire (such as WPA-era items) are considered State property with title belonging to History Colorado.

Categories of Acquisitions:

Curatorial staff is responsible for reviewing and researching potential acquisitions and presenting a recommendation to the Staff Collections Committee. Their recommendation

may be to include the acquisition in any of the categories defined below, or to choose not to acquire an item.

Objects in Custody

History Colorado will often have items in its physical custody for which it is responsible but that it does not own;⁵ these items may eventually be considered for accession or they may be items for which History Colorado will never acquire title.⁶

Objects in Custody will be documented using appropriate temporary numbering and tracking systems as outlined in History Colorado's registration procedures. Objects in Custody will not be covered by History Colorado's fine arts insurance policy unless otherwise noted in writing.

Non-Accessioned Collections

Some items will be acquired by History Colorado for purposes such as education, research, or other use and will not be accessioned. The intent is for these items to be used for their intended purposes on a shorter-term basis and then disposed of when no longer required.

Use Collection

Items may be acquired by Curatorial or Collections staff and designated as non-accessioned Use Collections. Use Collections are created and used for situations where permanent collections may not be appropriate.⁷ These items are documented, labeled, tracked, and disposed of according to Registration Use Collection procedures, to avoid confusing them with permanent or other collections.

Regional Use

Items acquired solely for educational, research, or other use by History Colorado's Regional Museums will be designated as non-accessioned Regional Use items. These items will be documented, numbered, tracked, and disposed of according to Regional Use Registration procedures to avoid confusing them with permanent or other collections. All items loaned to Regional Museums must go through the standard History Colorado loan process.

Exhibit Props

⁵ Items include but are not limited to objects acquired for accession consideration, items left or mailed anonymously, items "found in collection" awaiting title research, Native American items repatriated to tribes but not yet transferred, human remains received and awaiting NAGPRA procedures, etc.

⁶ Artifacts loaned to History Colorado for the purpose of exhibition or research are not considered acquisitions and will be specifically addressed later in this policy under Use of Collections.

⁷ Examples include use by other institutional departments, hands-on educational use, loan to other institutions not meeting loan requirements, travel to off-site presentations or programs, examples of deterioration, etc.

Items used solely for exhibit enhancement will be designated as non-accessioned exhibit props. These may be items purchased, altered, or created for exhibit use and will be tracked by Registration Staff while on exhibit. After an exhibit closes, these items will either be disposed of or saved for future use by Collections or Curatorial staff, in which case they will become Use Collections as defined above and marked and tracked according to Use Collection procedures.

Education Department Collections

The Education Department of History Colorado maintains its own collection for the purposes of education, teaching, and use. The items within this collection are marked as separate from all other History Colorado collections and are managed by Education Department Staff. Education staff may acquire items for this collection but items offered by means of donation must first be discussed with appropriate Curatorial staff to ensure they are not appropriate for the permanent collections.

Accessioned Collections

History Colorado maintains a permanent collection for use by staff, other institutions, and the public as a primary resource for research, interpretation, publication, and exhibits. The development and management of this collection is vital to History Colorado's mission.

History Colorado subscribes to a policy of selective accessioning. It is neither feasible nor desirable for the organization to allow indiscriminate growth of its collections. Decisions concerning acquisitions will be made in a timely manner and all phases of the review and accessioning process will be documented in writing and kept on file. Development of the permanent collection is guided by the Collection Plan, as written by Curatorial staff and approved by the Board of Directors, which outlines collecting criteria in order to establish why an artifact, photograph, or documentary resource belongs in the Society's collections and ensures that the resources expended on accessioning and preserving collections are being wisely allocated.

Acquisition Process

All items acquired by History Colorado for inclusion in permanent or Use Collections will be recommended by the appropriate Curator, approved by the Staff Collections Committee, and processed following Registration Acquisition Procedures. The acquisition procedure will be followed in a timely fashion, ensuring proper legal transfer and documentation of the acquisition. It is the responsibility of the Registrar to oversee this processing and documentation.

V. COLLECTIONS DOCUMENTATION

Collections documentation provides information on the identification, use, significance, and intrinsic and monetary value of items in the collection as well as data created by registration and collections management activities, such as acquisition and accession

date, donor information, condition of artifacts, conservation treatments, exhibit and loan use, and location tracking; it consists of information in many formats, both physical and digital. The timely, accurate, and complete recording of this combination of intrinsic and management documentation is vital for History Colorado to exercise proper intellectual and physical control over its collection; proper control over the collection increases access and research opportunities while enabling History Colorado to better preserve its collections.

Permanent Files

The Registrar for History Colorado will maintain permanent files for all collections and collection items; these files are considered the permanent files for information regarding the collections. These files will consist of original documentation and forms related to acquisition and accession, such as the Receipt for Deposit, Deed of Gift, purchase documents, copies of wills, etc. The permanent file is also the repository for any curatorial research or original documents relating to a collection's history, provenance or other important contextual information. Any and all documents relating to a collection that are to be retained indefinitely should be included in these Permanent Files.

Digital Collection Documentation

Digital files are a main tenet of collections documentation and in some cases the only recorded format for information regarding a collection. Timely creation of digital files is necessary in order to properly manage collections and to make them available to staff and patrons for use and research.

Relational databases specific to museum and library management will be utilized to manage overall collections data, donor data, and object data from the collection. These digital database files will be managed and maintained by the Registrar with the exception of catalogue records for items in the Books and Manuscripts department which will be created and maintained by Books and Manuscripts staff. All records will be backed up both on- and off-site by the State IT staff.

The Registrar is responsible for creating and maintaining digital donor and collection records for accessioned and non-accessioned collections; this includes assigning and recording accession or use tracking numbers for all accepted collections.

Curatorial staff is responsible for cataloguing items within each collection. They will complete digital catalogue records to record all descriptive and provenance information available and will conduct any necessary research to ensure the information is complete and accurate.

Photographic or scanned reference images are created and maintained by Curatorial and Collections staff separately from other object images created for publication use or patron orders.

VI. COLLECTIONS CARE

History Colorado has legal, ethical, and professional obligations to provide proper physical care for its collection on behalf of the public; it will provide necessary care for objects both acquired and borrowed as set by accepted professional standards in the museum field. History Colorado will share its information and knowledge on the proper care of its collection with staff and patrons through educational programming and training opportunities.

Collection Use

Awareness of proper care of the collection will be incorporated into all institutional activities. It is the responsibility of Collections staff to work with other Divisions and Departments as appropriate to ensure that the development of other institutional policies and procedures do not work against best preservation practices.

Each proposed use of a collection item will be evaluated by Curatorial and Collections staff.

Collection Environment

Ambient environmental conditions will be monitored and managed with the goal of obtaining appropriate preservation conditions for the affected collection items while in storage and on exhibit. While facility and budget limitations must be taken into account, all means available to maintain proper preservation controls will be utilized.

Preventive measures will be taken to minimize the damaging effects of the environment. This includes using appropriate means and materials for mounting collection objects, both in storage and on exhibit. Consideration will be given to collection preservation when scheduled changes that could affect storage or exhibit environments are planned.

An integrated pest management (IPM) plan will be used at all History Colorado museums and storage locations to provide all staff appropriate means by which to prevent pest infestations as well as the ability to treat active infestations. Regular monitoring for pests and pest activity will be an active part of the IPM plan.

Access and Handling

The Director of Collections Management, in consultation with Collections and Curatorial staff, is responsible for creating, maintaining, and enforcing collection access procedures for each of the collection storage and exhibit areas in all of the History Colorado facilities. Collections storage areas will typically only be accessed by Collections, Curatorial, Library, and Security staff. Other staff or volunteers may gain access to storage areas if they are accompanied and/or supervised by approved staff.

With the exception of items available for research use through the Library, collections will only be handled by Collections, Library, and Curatorial staff, as well as staff or volunteers trained to handle museum collections. Collections staff will provide regular

training and updates on handling museum collections in general and will provide specific handling instruction to staff or volunteers working with particular collections.

The Registrar is responsible for maintaining appropriate security and access to original digital and physical collections records. Only Collections, Library, and Curatorial Staff, or those staff or volunteers supervised by them, will have access to original collections records. Public versions of digital and paper records may be made available by request or as History Colorado is able to make larger parts of its collections documentation available online. Some collections documentation, such as specific location information for archaeological sites, is considered confidential or protected information and will not be shared with the public.

Special considerations may be necessary for storing or handling objects considered sensitive to Native American tribes or other cultural groups, especially those objects or human remains subject to NAGPRA. Curatorial staff and the Director of Collections Management will work with appropriate tribes or other groups to develop specific storage or handling guidelines for sensitive materials.

Conservation

Preventive conservation is the preferred method of caring for History Colorado's collection. In cases where individual artifacts require treatment, decisions to stabilize, repair, conserve, or restore an object are typically made by Curatorial staff with consultation from Collections staff. When staff is unable to agree on expensive or otherwise controversial treatments, the Staff Collections Committee will vote on the treatment. Trained Collections staff may perform simple and straightforward treatments as their skills and training allow. Most treatments will require the use of professionally trained and skilled conservation professionals. In all cases, treatments will be fully documented, with before and after treatment reports and photographs detailing the treatment completed.

VII. USE OF COLLECTIONS

Public Access/Research Use

History Colorado allows limited use of its collection by staff and the public for commercial and noncommercial purposes. This includes both physical and intellectual access for use in research, exhibitions, reproduction, or publication.

History Colorado provides access to and use of its collections through the Stephen H. Hart Library. Collections availability is at the discretion of the Library, Collections, and Registration, and Curatorial staff due to limitations, care requirements, confidentiality, or other considerations. Appropriate fees for use are established in separate procedures and fee schedules.

Loans

The Registration staff is responsible for documenting, tracking, administering, and monitoring all incoming, outgoing, and non-exhibit loans. They are also the primary point of contact between History Colorado and lending or borrowing institutions once the loan is initiated. The Registration staff will document the loan process through the collections management database and will maintain permanent hardcopy loan files.

Incoming

All collections materials which are taken into the custody of History Colorado for temporary purposes such as exhibition or research must be documented as an incoming loan. Curators are responsible for requesting and approving items to bring in on loan a minimum of sixty days prior to the date they are to arrive. For all loans, History Colorado will follow and make lenders aware of the Colorado revised statute on loans to museums (C.R.S. § 38-14-101 to § 38-14-112). Materials accepted as potential donations are not incoming loans, and should be tracked by following the Registration procedures for New Acquisitions.

Outgoing

Loans of artifacts from History Colorado's collection must be documented by Registration staff as an outgoing loan. Permanent collection objects will only be loaned to cultural institutions that display artifacts in a public venue while providing adequate security and care for each object and meeting all other requirements listed in the Terms & Conditions for Outgoing Loans. Adequate preparation time is essential in order for Registration staff to fully and accurately document each loan; the minimum amount of time required is sixty days.

Curators, in consultation with Registration Staff, will approve all objects for loan and stipulate in writing any special requirements in regard to display, shipping, conservation, or other concerns. All paperwork, including signed loan contracts and certificates of insurance, along with any other requirements stipulated by History Colorado staff, must be in place and approved before loan items are released from History Colorado's custody.

Non-Exhibit Loans

All collection objects being sent out of the institution or to non-collections departments for any purpose other than exhibition must be documented with a "Non-Exhibition Outgoing Loan Agreement" form.⁸ This allows for accurate tracking of object location and use. This tracking should occur whether or not the objects are accompanied by a staff member. In order to allow for proper documentation, all non-exhibit loans must be requested a minimum of seven days in advance with lead time being potentially greater for requests from non-History Colorado staff.

⁸ Examples of this type of loan include photography, copying or scanning outside of History Colorado; use by education staff in programming; conservation or cleaning; exhibition mounting or framing by contractors; research; Tribal requests; appraisal or identification.

Exhibits

Exhibitions are a major interpretive function of History Colorado, and collections are a primary resource for illustrating and disseminating our mission. Collections may be included in both temporary (3–12 months) and permanent (1–5 years) exhibits at all History Colorado locations.

As the primary contact for intellectual access to the collection, Curatorial staff will work with Exhibition staff to encourage and foster the use of collections in exhibitions. Exhibit processes and procedures will provide the timeline for incorporating collection items into exhibits. All collection items used in exhibits will be approved by the appropriate Curatorial staff in consultation with Collections staff as needed.

Registration staff, with assistance from Curatorial staff, is responsible for coordinating physical access to collections, location tracking, and exhibit preparation tasks including: photography, labeling, cataloging, etc. Registration staff is also responsible for ensuring the safety of the collections while on exhibit including consulting and approving case and construction materials, environment, lighting, mounts, rotation schedules, conservation needs, etc. Exhibits at History Colorado regional museums will utilize the same parameters and care guidelines but will also coordinate with Facilities and Regional Museums staff.

Publications/Web/Digital Media access

Images of collection objects are commonly used for research, exhibit, publication, programming, and publicity purposes. All image use of the collections must be accompanied by the appropriate credit information including accession/catalog number, donor or collection information, and a History Colorado Collection credit line. Both internal and external image use requests will come through the Library and appropriate Curatorial or Collections staff will be consulted.

Destructive Sampling

History Colorado will consider written proposals for material sampling or destructive analysis as long as methodology and intent fit our mission. Destructive analysis and material sampling will not be allowed if the object will lose its overall original integrity or intent. Curatorial staff will evaluate such proposals according to scientific value, the researcher's experience, the type of sample requested, and the type of specimen or artifact required, with consultation of Collections staff as necessary. Destructive use and sampling of objects in the collections will be fully documented.

VIII. RISK MANAGEMENT

History Colorado recognizes that the most effective risk management is to identify and mitigate or eliminate potential threats to the collection.⁹ Each individual storage facility and each History Colorado facility will be periodically evaluated by the Collections

⁹ Risks to collections include theft or vandalism, natural disasters, mechanical or operational system failure, human error or neglect, pest activity, damage caused by environmental changes, and other building hazards.

Manager for risks to the collections. Policies and procedures for each location, developed by Collections and Security staff, will address potential risks by determining collections access, security, environment, pest management, fire detection/suppression, and collection insurance coverage.

Accurate inventory control of collections is vital to identifying and reducing risks to collections from human causes. History Colorado will maintain current inventories and continue any ongoing inventories at all of its holdings, both in storage and on exhibit. Collections staff will ensure that all collection items, once inventoried or surveyed, continue to have accessible, accurate, and current location information. All items brought into or removed from History Colorado facilities will be subject to security and registration procedures, including the issuance of property passes and any necessary collections movement forms.

History Colorado will retain an all-risk fine arts insurance policy to cover its collection at all of its facilities. While it is recognized that there must be a balance between the limits of insurance coverage and the expense of obtaining this coverage, History Colorado will maintain coverage for its collection to the best of its financial abilities and strive to insure for the maximum probable loss. All incoming and outgoing loans will be insured at all times for full value as determined by the lender. High value incoming exhibitions may require additional insurance beyond the existing policy.

History Colorado has the responsibility to develop, implement, and regularly update a disaster preparedness plan for all of its facilities. This plan will be developed by the Director of Collections Management and Head of Security, working in tandem with other staff and departments. All History Colorado staff must be trained in and must embrace the details and workings of emergency plans in order for them to be functional and viable as risk management tools. All such plans for History Colorado facilities should be reviewed and updated annually, or whenever changes occur to buildings, building systems, or collection use that would necessitate an update.

IX. REMOVAL OF COLLECTION ITEMS

Deaccession

Deaccessioning is an active collection management tool that allows History Colorado to refine, focus, and improve its collection. All deaccession decisions will comply with legal and ethical standards and will reflect History Colorado's role as a trustee of the materials in its collections for the benefit of the public, particularly for the people of Colorado.

Current Colorado statute C.R.S. § 24-80-202 states:

(1) Except as otherwise provided in part 1 of this article, the society shall be the trustee of the state and as such shall faithfully expend and apply all money received from the state to the uses and purposes directed by law, and shall hold its present and future collections and property for the state, and shall not sell, mortgage, transfer, or dispose of in any

manner or remove from the Colorado state museum any article thereof, or part of the same, without authority of law.

(2) Nothing in this section shall be construed to prevent the sale, exchange, or other disposition of materials held by the society that are determined by the president and board of directors of the society to be duplicates of other items held by the society, redundant examples of items of similar type held by the society, items that are beyond the scope of the society's mission statement or collections policy, or items that are lacking in usefulness or historical value.

(3) Nothing in this section shall be construed to prevent the loan for reasonable periods of time of materials or exhibits to responsible borrowers under adequate safeguards or the transfer to other educational institutions of the state of property not deemed applicable to the purposes of the society.

Deaccession Criteria

History Colorado will evaluate all deaccession proposals on a case-by-case basis and in accordance with the statutory provisions quoted above. Each item being considered for deaccession must meet at least one of the following criteria:

- The item does not pertain to the Society's mission statement, acquisition policy or collecting plan.
- The item lacks historical value or usefulness for any of the following reasons:
 - item lacks integrity
 - item lacks identity
 - item lacks provenance
 - item cannot be salvaged even with prudent conservation care because of advanced deterioration
 - item has been heavily reconstructed and therefore lacks integrity
 - item may not be authentic
- Degree of conservation care necessary to maintain historic value of item is beyond the scope of the Society's mission statement.
- Item poses threat to the safety of the public, staff, or other collections items.
- Item is an exact duplicate of other collection items, or is a typical duplicate of other items which equally or better demonstrate an historical theme.
- Certain items of Native American origin requested by Federally recognized Native American groups in compliance with Federal Law 101-601 (Native American Graves Protection and Repatriation Act, 25 U.S.C. § 3001 et seq.)

Deaccession Process

Any item to be deaccessioned from History Colorado's permanent collection will be approved in sequence by the appropriate Curator, a quorum of the Staff Collections Committee, President, and a quorum of the Board Collection Committee, who will forward any positive recommendations to the Board of Directors for approval. Staff, Board Members, and Officers of the Society must excuse themselves from voting on the proposed deaccession of items which they have donated to History Colorado.

Curatorial and Registration staff will create written recommendations for the deaccession of any object. These recommendations will include proof of title (or proof of research on title ownership), information on any donor or other restrictions placed on the object, complete catalogue and photographic documentation of the object, and any other donation or legal paperwork that could assist in evaluating the object's potential deaccession.

In cases where conditions or restrictions as to use or disposition of the items under question are found to apply, History Colorado will act as follows: mandatory conditions or restrictions placed on donations will be observed strictly and imposed on subsequent owners. Deviation from the terms must be authorized by a court of competent jurisdiction or received in writing by the donor or his/her heirs and assigns. Consideration will also be given to the possibility that the donor received a tax deduction as a result of the donation, in which case History Colorado may be obligated to retain the item(s) for a minimum period of time or complete Internal Revenue Service Form 8282 and provide a copy of said form to the donor. If there is requirement for clarification or interpretation of conditions or restrictions, the Society will seek the advice of the State Attorney General.

All deaccession decisions will be fully documented in the permanent collection files, both on paper and in the collection database. Accession, catalog, or other unique History Colorado identification numbers associated with the deaccession item(s) will not be reused but will remain as a record of the deaccessioned item. The physical marking of an item as having belonged to History Colorado will be removed. If removal is not feasible the item will be marked as having been withdrawn from the collections of History Colorado.

Disposal

Curatorial or Collections staff will make a recommendation to the Staff Collections Committee, which will approve the method of disposal for any deaccessioned item. Appropriate methods of disposal include:

- Transfer to History Colorado's use, regional use, or education collection
- Transfer to another nonprofit educational institution or cultural organization
- Exchange
- Sale or auction
- Destruction

Deaccessioned materials and items will not be given, sold, or otherwise transferred, publicly or privately, to any History Colorado or Colorado Historical Foundation employee, officer, director, or trustee, or their immediate families or representatives.

Any item to be sold will be offered at a public auction. Special exceptions may only be granted with the approval of the President and Board Collections Committee. All proceeds resulting from the deaccession will be treated as stipulated in C.R.S. § 24-80-202(4) and § 24-80-209. The proceeds will be held separate and apart from other funds and can only be used with approval of the Staff Collections Committee to

obtain new items for the permanent collection or to care for existing items in the permanent collection, as per professional standards set forth by AAM.

Disposition of Non-Accessioned Collections

Removal of non-accessioned items requires approval of the appropriate Curator and the Director of Collections and Library Services. Non-accessioned items removed from History Colorado’s holdings may also be disposed of in any of the methods used for disposing of deaccessioned material. Such recommendations for disposal will be made by Curatorial or Registration staff and will be approved by the Staff Collections Committee.

X. REVIEW AND REVISION OF COLLECTION MANAGEMENT POLICY

As the governing document for day-to-day operations for collections, it is vital that the CMP remain up-to-date. Review and revision of the CMP will occur at least annually, but can occur whenever changes in collection or other circumstances necessitates.

DEFINITIONS:

- Accession:* A single artifact/item or group of items added to the permanent collection, received from the same source at the same time.
- Accession Number:* A unique number assigned to each accession, showing the year in which the collection was accessioned and the sequential number of the accession (e.g. 2011.47).
- Bequest:* Property for which ownership is transferred by a will or other testamentary document.
- Catalogue Number:* Individual tracking numbers assigned to items within a single accession, typically created by adding an additional sequential number to the Accession Number (e.g. 2011.47.3).
- Collected by Staff:* Artifacts collected by any History Colorado staff as part of their official duties, while representing History Colorado or while on History Colorado's time.
- Conversion:* Means of obtaining title for artifacts as directed by law or policy without the conveyance by formal transfer documentation.
- Donation:* See *Gift*.
- Fractional Gift:* A gift made in fractional parts over a defined period of time as documented in a written legal contract; or when ownership of an object is split between multiple parties on a percentage basis.
- Gift:* A gift is a voluntary transfer of property made without financial consideration or other compensation.
- Objects in Custody:* Artifacts or items in the physical possession of History Colorado (other than loans) for which the institution does not have title.
- Promised Gift:* A donation to be made in the future as documented in a written legal contract between the donor and History Colorado. For items left to History Colorado in a will or other testamentary document, see *Bequest*.
- Purchase:* The act of obtaining title to an object in exchange for money.
- State Property:* Materials collected from History Colorado (State) property or created by work for hire (such as WPA-era items) are considered State property with title belonging to History Colorado.