

## AGENDA

### DOI Museum Property Executive Program Committee Meeting

Tuesday, August 3, 2010

3:00 p.m. – 4:00 p.m.

Room 2603A Main Interior Building

Conference Bridge: **Non-Responsive**

Passcodes: Leader – **Non-Responsive**; Participants – **Non-Responsive**

1. Welcome and opening remarks
2. Review of the draft EPC Charter
3. Election of an EPC co-chair (based on the EPC Charter)
4. Presentation on the current state of bureau/office museum programs in relation to statutory requirements and OIG recommendations
5. Next steps
6. Schedule for recurring meetings over the next year

**Meeting Notes**  
**DOI Museum Property Executive Program Committee**  
**Tuesday, August 3, 2010**  
**3:00 p.m. – 4:00 p.m.**

**Attendees:**

In person:

Ed Roberson – BLM  
Richard Hanes – BLM  
Kevin Kilcullen - FWS  
Dan Wenk – NPS  
Ron Wilson – NPS  
Bob Stanton – IACB and DOI Museum  
Meridith Stanton – IACB  
Gay Bindocci - DOI Museum  
Debra Sonderman – PAM  
Ed Awni – PAM  
Terry Childs – PAM

By phone:

Kathy Daum – BIA  
Judy Wilson – BIA  
Christine Knierim – BOEMRE  
John Godfrey – BOEMRE  
Roseann Gonzales – BOR  
Richard Rizzi – BOR  
Debbie Meisner – OST  
Karen Baker – USGS  
Paul Gargano - USGS

**Welcome and opening remarks:**

Debra Sonderman welcomed everyone to the first EPC meeting held in approximately ten years.

**Review of the draft EPC Charter:**

The draft of the EPC charter was approved. It was noted that the draft was clear and straightforward. The charter will now be finalized and sent to Rhea Suh for signature.

**Election of an EPC co-chair (based on the EPC Charter):**

The EPC charter states that a co-chair will be elected each year. Debra asked for volunteers. No one stepped forward so a co-chair was not selected. Dan Wenk (NPS) said he would talk to Stephanie Toothman about the possibility of taking on the role only if no one else volunteers. Kevin Kilcullen (FWS) said he would talk to Greg Siekaniec about a possible co-chair from FWS. Debra assured the group that there would not be a significant additional workload for the co-chair.

**Presentation on the current state of bureau/office museum programs in relation to statutory requirements and OIG recommendations:**

Debra introduced the powerpoint presentation as a mechanism to review the past and current status of the DOI museum programs and where we need to go, particularly in relation to the 2009 OIG report, DOI Museum Collections: Accountability and Preservation. Terry Childs (PAM) made the presentation. Hard and electronic copies were provided to all attendees.

After the presentation, Dan Wenk (NPS) inquired about the approval of a Department-wide Federal Preservation Officer. Debra said that Pam Haze had approved the position but had not

yet given authorization to hire into that position. Dan also inquired about the FY2012 Working Capital Fund budget proposal to hire a contractor to identify and conduct physical inventories of DOI museum collections housed in non-Federal facilities in CA, CO, and MO and to hire 3 IMP staff members. He wondered why PAM made this budget request and if this is new money that bureaus and offices will have to contribute to the WCF. Debra stated that the proposal is a pilot to determine the efficiency and effectiveness of hiring a contractor to identify collections from multiple bureaus in a state. She also noted that the Budget Office altered the original PAM proposal to include the pilot project and one IMP staff (the proposal as altered by Budget was provided to the attendees.) Furthermore, although the WCF Consortium met in July, no decisions were made. It is unclear where the funds will come from if this proposal is approved. Dan expressed concern that other alternatives for funding should be considered.

**Next steps:**

- 1) Debra asked that each bureau and office representative look carefully at the list of OIG recommendations and the four priority recommendations discussed in the powerpoint presentation. Each representative should send their top three priorities for work by the EPC to her and Terry Childs by COB, Tuesday, August 10.
- 2) Debra asked that each bureau and office representative further reflect on whether or not s/he would volunteer to be the EPC co-chair for the next year and let her know as soon as possible.

**Schedule for recurring meetings over the next year**

Roseann Gonzales (BOR) noted that there is a lot of work to be done to address our museum collections in relation to the OIG report and it is important to meet regularly until consensus is reached on how to approach all the different issues. She thought that monthly meetings are needed. Others agreed about the need to address the issues in a timely way and thought that bimonthly meetings would work. Bob Stanton (IACB and DOI Museum) asked if the OIG or PFM requires progress reports about the OIG report. After the meeting, it was determined that PAM communicates regularly with the Office of Financial Management (PFM) about any outstanding OIG reports and more formally three times a year about progress made and any close-outs that have occurred during the fiscal year. Judy Wilson (BIA) asked how frequently the Interior Museum Property Committee (IMPC) could meet at the staff level to work on the various issues considered by the EPC. In the end, it was decided that the EPC should meet bimonthly and the IMPC should meet monthly.

An invitation will be sent to the EPC membership for a meeting in early October.

## AGENDA

**DOI Museum Property Executive Program Committee Meeting**  
**Wednesday, October 13, 2010**  
**3:00 p.m. – 4:00 p.m.**  
**Room 7429 Main Interior Building**

**Conference Bridge:** Non-Responsive  
**Passcodes:** Leader – Non-Responsive; Participants – Non-Responsive

1. Welcome
2. EPC Co-Chair
3. EPC Charter update (see attachment “EPC charter signed RSuh 09292010.pdf”)
4. EPC work priorities (see attachment “Draft ranking of EPC priorities re OIG recommendations.docx”)
  - 411 DM revisions
  - Interior Museum Property Committee (IMPC) workgroups (see attachment “IMPC Workgroups 20101006.docx”)
5. Interior Collections Management System (ICMS) update

**Meeting Notes**  
**DOI Museum Property Executive Program Committee**  
**Wednesday, October 13, 2010**  
**3:00 p.m. – 4:00 p.m.**

**Attendees:**

In person:

BLM - Richard Hanes for Ed Roberson  
DOI Museum - Kirk Dietz for Bob Stanton  
FSW - Kevin Kilcullen for Jim Kurth  
IACB - Ken Van Wey for Meridith Stanton  
NPS - Ron Wilson for Stephanie Toothman  
PAM - Debra Sonderman  
PAM - Ed Awni  
PAM - Terry Childs  
PAM - Roger Durham

By phone:

BIA – Kathy Daum  
BIA - Judy Wilson  
BOR - Richard Rizzi for Roseann Gonzales

**Welcome and opening remarks:**

After introductions, Debra Sonderman (PAM) opened the meeting by noting that future EPC meetings will convene every second Wednesday of every second month from 3:00-4:00 PM Eastern. The next EPC meeting will be on 8 December and electronic calendar invites will be sent soon for the next several EPC meetings.

**EPC Co-Chair:**

Stephanie Toothman (NPS) has agreed to serve as co-chair of the EPC for the next year.

**EPC Charter Update:**

Rhea Suh signed the EPC charter on 9/29/2010, which was facilitated by the unanimous agreement on the draft charter by EPC. All EPC members should now have a copy of the signed charter.

**EPC work priorities, 411 DM revisions, IMPC workgroups:**

The primary focus of this meeting was to examine the list of Department-wide priorities in order to determine the key work foci of the EPC. The list was developed by compiling the priorities related to the OIG recommendations, which were submitted by the bureaus and offices after the last EPC meeting. Terry Childs (PAM) reported that she developed the Department-wide priorities by examining the frequency and type of the bureau rankings for

each OIG recommendation and tried to be as quantitative in her approach as possible. She also noted that Department-wide priority # 10 is a duplicate and should be eliminated. Therefore, there are only 9 Department-wide priorities.

Debra noted that according to bureau recommendations, the top three Department-wide priorities are: 1) OIG recommendation #3 to eliminate the accessioning and cataloging backlogs; 2) OIG recommendation #9 to increase effective control over collections at non-Federal repositories; and 3) OIG recommendation #5 to ensure that annual inventory requirements are met at DOI facilities.

Ron Wilson (NPS) felt that Department-wide priorities #4 (develop greater department-level oversight and compliance) and #5 (revise 411 DM and Handbooks) are important. He said that ground rules need to be developed and put in place prior to implementing action. Terry mentioned that the IMPC and the Interior Museum Program (IMP) will be working on updating 411 DM and the Handbooks, with oversight by the EPC, concurrently with EPC priority efforts.

Judy Wilson (BIA) agreed with the top 3 Department-wide priorities but noted that #2 (increase control over collections at non-DOI facilities) was not as important for BIA because they have more fundamental inventory work to do first. Developing a plan to address the backlogs is of great importance because this is a critical problem for almost everyone.

Judy also mentioned that their accessioning backlog related to ownership issues. (b) (5)

Richard Rizzi concurred that the top three Department-wide priorities are consistent with Reclamation's greatest concerns.

Kevin Kilcullen (FWS) expressed concern that some of the FWS collections now classified as museum property may be working or educational materials. This needs to be figured out before accessioning and cataloging can be done.

The next 3 Department-wide priorities were reviewed: #4 (develop policy for greater department-level oversight), #5 (revise 411 DM and Handbooks), and #6 (consolidate collections at larger facilities). Regarding #6, Ron noted that it relates to Department-wide priority #1 on the backlog issue because this is work that could be done more efficiently if collections are consolidated. Ed spoke to the continuing shortage of facilities nationwide and the problem of consolidating if there is no space to do so. It was noted that figuring out storage space is part of a planning process, along with the possibility of constructing inter-agency facilities. Richard Hanes (BLM) said that they are looking at having to close facilities on their real property list, which could have impacts such as the possibility of reutilizing a facility for

collection storage. Other discussion topics included the observation that consolidation should be considered when dealing with Department-wide priority # 2 to increase effective control over DOI collections in non-Federal facilities, and that the museum facility checklist should be used to determine facilities capable of accommodating consolidation.

The discussion turned to the need to update 411 DM after almost 15 years and the need to focus the policy on key issues. Debra noted that a way to make the task of revising 411 DM and the Handbooks more adaptable and timely is to focus the DM on authorities and responsibilities and then have the Director of PAM issue directives that focus on procedures. This system of directives has been effective in Acquisition. There was considerable agreement that a system of directives could be much more effective than waiting for signatures of all Assistant Secretaries for DM chapters. It was also suggested that the current Chapters 1 and 2 of 411 DM could be combined into one DM chapter and all other policy and procedures be put into directives. Terry reminded the EPC that the action plan for the OIG states that a revision to 411 DM will be done by the end of March 2011, which is possible if the focus is only on one chapter. Judy agreed that streamlining the DM chapters to the essentials is important and will promote flexibility.

The last three Department-wide priorities on the list were reviewed as to whether they are appropriately placed at the bottom of the list. Everyone agreed that #7 (complete the comprehensive checklist), #8 (Scope of Collection Statement), and #9 (pursue additional partnerships) are appropriately placed. Ron noted that the Checklist provides useful planning information, but the procedure done annually by the NPS is labor intensive. NPS uses the Checklist to identify deficiencies and tie funding requests and allocations to use of the Checklist. It was also noted that accomplishing Department-wide priorities #8 and #9 is an issue of having appropriate people to do the work.

A short discussion ensued on the workgroups that were proposed to the IMPC. These are:

- Backlog cataloging
- Revision of 411 DM / Handbooks
- ICMS Policy
- Repository consolidation
- Comprehensive / facility checklist (lowest priority)

Concern was expressed that we can't do everything and the chronic issues need to be identified on which to begin work, such as the inventory process and what is really museum property. Bureau leadership in museum property, such as the national or chief curator, is important to making progress on these tasks. Also, showing accomplishments is critical to engaging mid-level managers on the needs of the museum programs.

### **ICMS Update**

Debra underscored the importance of ICMS as a Department-wide tool for addressing a myriad of questions about our museum property. She recently met with Lynn Black, ICMS project

leader, and Ron Wilson to assess the progress that has been made to date on ICMS implementation. She asked EPC members to review the update that was provided to see if their bureau/office status is accurately reported. She also noted that a Department-wide team will be established soon and a person from each bureau and office should be designated for that group. This group will have a charter that will include a Change Control Process.

### **Meeting Wrap-up**

The White House has issued a policy on scientific collections, EPC members should review to see how it may relate to the current issues being tackled by the EPC and the Department.

Judy underscored the need to set priorities in the Department and bureaus due to resource constraints. The EPC needs to look at what can realistically be done such as policy and ICMS work.

Ed reminded the EPC of the need to leverage the facility condition assessment procedures in relation to conducting the museum facility checklist. BIA and NPS said they are already doing that. Kirk Dietz noted that policy should speak to the necessity of requiring a federal employee to visit non-federal repositories to review their management and accountability of DOI collections in their custody and apply the checklist as a means of providing an enforcement measure.

### **Next EPC Meeting**

Wednesday, December 8, 3:00-4:00 PM Eastern. Location to be determined.



## AGENDA

### DOI Museum Property Executive Program Committee Meeting

Wednesday, December 8, 2010

3:00 p.m. – 4:00 p.m.

Room 7429 Main Interior Building

Conference Bridge: **Non-Responsive**

Passcodes: Leader – **Non-Responsive**; Participants – **Non-Responsive**

1. Welcome
2. PAM 2010 Internal Control Review of Museum Property – Overview of bureau responses to targeted review on backlogs (see attachment “Bureau Responses to Targeted Internal Control Review Question for Museum Property.docx”)
3. Comprehensive plan for eliminating the accessioning and cataloging backlogs (see attachment “Criteria for Accession\_catalog backlog.docx”)  
Decisions needed:
  - Are these the best groupings for dealing with accessioning and cataloging backlogs?
  - Are these the best criteria for data collection to deal with each category?
  - What should the prioritization be of the groupings in the comprehensive plan?
  - What is the best data collection process, i.e., data call memo, 2011 Internal Control Review, spreadsheet, website?Action needed:
  - Send Terry Childs in PAM each bureau/office policy to fund project-generated collections, such as archeology or paleontology, to ensure that accessioning and cataloging backlog does not increase.
4. Departmental Federal Preservation Officer
  - National Trust for Historic Preservation’s “Section 106 of the National Historic Preservation Act: Back to Basics” report:  
<http://www.preservationnation.org/resources/legal-resources/additional-resources/Back-to-Basics-Technical-Report.pdf>
  - “Preserve America” Section 3 reports due in September 2011:  
<http://www.achp.gov/section3/index.html>
5. Memo on bureau/office National or Chief Curator – Sent to Rhea Suh for signature. Bureaus and offices will have six months from date of signature to put a professionally qualified person in that position.
6. Other updates

- Interior Collection Management System (ICMS) – Expect to release ICMS update on Dec. 20, 2010.
- Progress on revision of 411 DM Chapter 1 – IMPC workgroup is making good progress. Meeting approximately every two weeks. Expect to have a draft for full IMPC review by the end of January 2011.
- Target dates for activities on the OIG Corrective Action Plan through June 30, 2011 (see attachment “OIG Museum CAP Target Dates to 6\_30\_11.doc”)

**Meeting Notes**  
**DOI Museum Property Executive Program Committee**  
**Wednesday, December 8, 2010**  
**3:00 p.m. – 4:00 p.m.**

**Attendees:**

In person:

BLM - Richard Hanes and Emily Palus for  
Ed Roberson  
FSW - Kevin Kilcullen for Jim Kurth  
IACB - Meridith Stanton  
NPS - Ron Wilson for Stephanie Toothman  
PAM - Debra Sonderman, Ed Awni, Kathy  
Bender, Terry Childs, and Roger  
Durham

By phone:

BIA - Kathy Daum and Judy Wilson  
BOR - Roseann Gonzales and Richard  
Rizzi  
OST - Debra Meisner  
USGS - Beth Girardi

**PAM 2010 Internal Control Review of Museum Property**

After introductions, Debra Sonderman (PAM) opened the meeting with a brief discussion about the FY2010 Internal Control Review guidance and the reports from bureaus and offices. Debra asked Kathy Bender, PAM Chief of Staff, to speak about the guidance, the goals of the targeted reviews, and the responses received from the bureaus and offices. The targeted reviews concerning museum property sought to address some of the issues identified in the OIG report.

The 2010 review of backlog, however, did not yield much information about the actions bureaus and offices are taking to address the accessioning backlogs. In hindsight, it appears that adequate guidance was not provided to bureaus, hence PAM did not receive the desired information. The bureau responses indicated that they have minimal accessioning backlogs.

Judy Wilson (BIA) noted that PAM should have asked whether the bureaus had a backlog and what processes and procedures were in place to track accessioning and cataloging. Ron Wilson (NPS) noted that much of the accessioning issue was not logistical, but a lack of professional expertise to develop a bureau approach to address the accessioning backlog. He suggested adding the requirement of a bureau registrar in the upcoming memo to bureau heads about a National/Chief Curator. Kevin Kilcullen (FWS) said that it will be difficult to add additional positions at FWS, especially at headquarters, and contractors and interns are better options for them. This approach, especially engaging the youth of America, would be consistent with the Secretary's goals and objectives. Richard Rizzi (BOR) and Emily Palus (BLM) both noted that their staffs with museum-related expertise are in the field, although there are not enough people to do the work.

Debra stated that PAM is preparing to send out the FY 2011 Internal Control Review guidance in December and would like to leverage the review to address the OIG report. Terry Childs (PAM)

asked about targeting the collection of specific data that can be used to develop the comprehensive plan on the accessioning and cataloging backlogs.

### **Comprehensive Plan for Eliminating the Accessioning and Cataloging Backlogs (OIG Recommendation #3)**

Debra turned attention to the backlog accessioning and cataloging document provided to the EPC prior to the meeting. PAM staff, in collaboration with the IMPC, developed this to identify the major “buckets” that should be considered in developing a comprehensive plan and the key information needed to collect from bureaus to develop a workable plan. Discussion focused on the usefulness of the buckets. Debra noted that the comprehensive plan is due at the end of November 2012.

The general consensus on the buckets for accessioning was that they are appropriate, but focus should be on the deliverables to the OIG, the degree of control that bureaus and offices have over their museum property that is not accessioned, and the appropriate steps to be taken on each bucket based on the level of control. Bureaus only have good control over and data on the first group, the known collections that are not accessioned.

Other concerns expressed were:

- the need to understand the resources required to implement a comprehensive plan;
- the bureaus’ need to determine which facilities curate bureau collections and what is curated in non-bureau facilities in order to really know the parameters of all three buckets;
- the need for some bureaus to determine if what they are calling museum property really is museum property before accessioning and cataloging occurs;
- that the comprehensive plan can be a “progressive elaboration” of actions to take for the three buckets with emphasis placed on short-term priorities; and,
- care must be taken to not over commit to steps or actions that cannot be achieved.

Debra said that an important step for moving this process forward will be the issuance of the memo on hiring a National or Chief Curator by Rhea Suh. This memo is currently undergoing revision but will state that the bureaus and offices with museum property, except BOEMRE and OST, must establish this position by June 2011.

Debra also mentioned the need to ensure that the costs of curating new collections resulting from bureau projects are adequately covered in project budgets. She asked that members send Terry Childs any policy or permit process they have which addresses this issue. A Department-wide policy on covering the costs of curation, including accessioning and cataloging, must be developed as stated in the OIG action plan.

Ron Wilson reminded the EPC of the memo “Policy on Scientific Collections” sent to Agency Heads from the White House’s Office of Science and Technology Policy, which calls for ensuring that the costs for the care of scientific collections are realistically projected in agency budgets by October 2011. He asked if this directive should be factored into EPC planning. Debra replied

that the EPC must remain focused on the OIG recommendations. Scientific collections are only a part, albeit a significant part, of the Department's overall museum property.

Members agreed that some of the information necessary to develop the fundamentals of the comprehensive plan on accessioning and cataloging backlogs could be aided by the FY2011 Internal Control Review. Attendees were asked to provide input to Kathy Bender and Terry Childs on data to consider about known collections that have not been accessioned.

#### **National / Chief Curator and Department Federal Preservation Officer:**

The topic of the National Chief Curator and its current status was discussed earlier in the meeting.

There was no further information on the status of hiring a Departmental Federal Preservation Officer. However, Debra noted that new issues keep arising, such as the National Trust's "Back to Basics" report on the Section 106 process and the upcoming "Preserve America" Section 3 reports, that could greatly benefit from Departmental coordination.

#### **ICMS Update**

The ICMS update is still scheduled to be released on December 20, 2010. IMPC members have been notified about the methods of delivery of the update.

#### **Next EPC Meeting**

Wednesday, February 9, 2011, 3:00-4:00 PM Eastern. Location to be determined.

## AGENDA

### DOI Museum Property Executive Program Committee Meeting

Monday, March 7, 2011

1:00 p.m. – 2:00 p.m.

Room 7429 Main Interior Building

Conference Bridge: **Non-Responsive**

Passcodes: Leader – **Non-Responsive**; Participants – **Non-Responsive**

1. Welcome
  
2. Interior Museum Documentation Review: A Backlog Case Study (Erin McKeen, Registrar, and Emily Robinson, Assistant Registrar) (see attachment)
  
3. 411 DM
  - Update on progress of 411 DM workgroup to meet CAP deadline of March 31, 2011
  - Decision needed: include Required Standards in revised 411 DM (currently 411 DM 3)?
  
4. Report by bureaus/offices, as appropriate, on appointment of National/Chief Curator
  
5. OIG recommendation #7 - Reduce the number of facilities managing collections by consolidating collections at larger curation centers.
  - CAP calls for a scope of work for a collection and repository consolidation study by July 31<sup>st</sup>
  - Asset Management Team (AMT) discussion of Centers of Excellence with possible focus on collections consolidation
  
6. Other updates:
  - Internal Control Review targeted review on accessioning and cataloging backlog (see attachment)
  - Interior Collection Management System (ICMS) – Department-wide IT and security issues impacting bureau/office use of ICMS
  - Museum property training activities in FY11
  - Other?

**Meeting Notes**  
**DOI Museum Property Executive Program Committee**  
**Monday, March 7, 2011**  
**1:00 p.m. – 2:00 p.m.**

**Attendees:**

In person:

BLM - Richard Hanes for Ed Roberson  
FSW - Kevin Kilcullen for Jim Kurth  
IACB - Meridith Stanton  
DOI Museum - Erin McKeen for Robert Stanton  
NPS - Stephanie Toothman  
PAM - Debra Sonderman, Ed Awni,  
Terry Childs, Roger Durham,  
and Katie Miller

By phone:

BIA - Judy Wilson  
BOEMRE - John Godfrey for Bob Brown  
BOR - Richard Rizzi for Roseanne Gonzales  
USGS - Beth Girardi for Karen Baker

Guests

DOI Museum - Erin McKeen, Emily Robinson

**“Interior Museum Documentation Review: A Backlog Case Study”:**

Debra introduced Erin McKeen, Registrar, and Emily Robinson, Assistant Registrar, from the Interior Museum. Erin and Emily used a Powerpoint presentation to illustrate some of the challenges encountered and successes achieved in dealing with accessioning and cataloging backlogs (see OIG recommendation #3). They began with a timeline showing the establishment of the museum, staffing changes over time, and how various documentation problems evolved. Due to an OIG audit in 2007, the resulting corrective action plan involved a review of all existing documentation, conducting a 100% inventory, and utilizing a Report of Survey to address missing museum property. Some problems they found include: difficulties doing inventory on packed collections at off-site storage locations; unreadable, handwritten records; incomplete catalog records that require updating and reconciliation; duplicate catalog numbers; and old loans without title. Their successes include: recataloging objects once with duplicate catalog numbers; identifying missing objects; improving documentation of and knowledge about what is in the collection; and improving access and use by visitors and for property management. They reminded the EPC that their backlog problems are similar to those experienced by the other DOI bureaus, although they have many fewer objects. They underscored the lesson that adequate professional personnel dedicated to the work are necessary to achieve success. They began in 2007 and expect to work on the backlog until 2016.

Judy Wilson (BIA) thanked Erin and Emily for their presentation. She noted that many of their challenges and successes are common to the other bureaus and their experience will assist the other bureaus as they address the 2009 Department-wide OIG audit report.

Debra noted that Senator Coburn requested an inventory of all “unaccounted for” and “currently outstanding” personal property in 2006-2010. She emphasized that the Board of Survey process is critical to establishing accountability for property, as was done by the Interior

Museum. Legislative Affairs is working on how bureaus must respond and a data call will be coming out soon. Senator Coburn requested the data by 3/16/11, so an extension is being sought. Museum property, as a sub-set of personal property, is included in this request.

#### **411 DM Revisions:**

Debra began by thanking the IMPC workgroup, which includes staff from BIA, BLM, BOR, Interior Museum, NPS, and USGS, who is diligently working on updating 411 DM. Terry Childs (PAM) reported that the workgroup produced a draft of the main text of the DM and Appendix 1 (statutory authorities), which was recently reviewed by the IMPC. Twenty four sets of comments are being compiled. The workgroup is now focused on Appendix 2, Definitions, which will be sent for IMPC review very soon. The workgroup is attempting to finalize the DM revision by the end of March, based on the Corrective Action Plan, at which time it will be sent to Hazel Wilson to undergo the review and signatory process. This deadline may not be met.

Debra asked the EPC for a decision on whether or not to include the details of the required standards to manage museum property in the revised 411 DM. Based on the IMPC comments received, some think the required standards are so important that they should be easily visible and accessible in the DM. Others think that a list of the activities covered by the required standards and a short summary of what the standards cover is sufficient in a high level DM document. A Directive devoted to the Required Standards will provide one-stop shopping and there will be a Directive for each activity with procedures to implement the required standards. Also, the Directives can be more easily updated when requirements change than the DM.

Stephanie noted that putting the details of the required standards in the Directives acknowledges that standards evolve, such as for environmental controls. She urged that the field be notified that there will not be a gap between publication of 411 DM and the Directive with the required standards. The current 411 DM 3 must not be invalidated until the new Directive chapter is ready. Richard Hanes (BLM) strongly agreed with this approach.

Judy and Ed Awni (PAM) agreed that the DM should be high-level policy; procedures and every-day operations should go in the Directives. Kevin Kilcullen (FWS) urged that standards be written in plain English and without jargon for the average employee. Beth Girardi (USGS) noted that the DM should be kept at a high, summary level but detail in the DM provides authority to support funding requests. She and Richard Rizzi (BOR) agreed that there must be a clear statement in the DM that the Directives are supplementary policy to the DM, but not optional. The EPC members agreed that 411 DM should contain a short summary of the activities covered by the required standards and provide the specifics in the Directives.

#### **National/Chief Curator:**

Debra asked the bureaus/offices to report on the status of appointing a National/Chief Curator:

- John Godfrey noted that BOEMRE is not required to do this.
- Stephanie Toothman reported that Ron Wilson is the Chief Curator.
- Richard Hanes reported that BLM has a National Curator position, which is temporarily vacant. They are currently in the process of hiring a replacement.



- Richard Rizzi reported that Tom Lincoln has been appointed Chief Curator for BOR. They do not have funding to hire additional staff.
- Beth Girardi reported that the USGS plans to combine the Museum Specialist and Curator positions. They may have an internal candidate or will advertise the position.
- Kevin Kilcullen reported that FWS has not determined what they will do. They might develop a team of 3 curators who would report to the Service Archeologist.
- Meredith Stanton reported that IACB is considering combining the Curator of the Sioux Indian Museum and Chief Curator positions. She is awaiting funding approval.
- Erin McKeen reported that the Interior Museum is committed to this but is awaiting budget approval.

The deadline to appoint this position is the end of June 2011 per the Dec. 27, 2010 memo signed by Rhea Suh.

**OIG Recommendation #7 to Reduce the Number of Facilities Managing Museum Collections:**

Work needs to begin on OIG recommendation #7. A scope of work for a collection and repository consolidation study is due July 31, 2011. At recent Asset Management Team meetings, the concept of Centers of Excellence (COE) and the need to share facilities and expertise were discussed. These ideas could be applied to consolidating museum collections facilities, particularly by looking at the bureau 5 year construction plans to determine where opportunities might exist. BOR has expressed their interest in this. Debra asked if the other bureaus have someone to assist in this activity or have another approach to consider.

Stephanie noted that NPS developed a model to estimate collection storage needs and did a facility consolidation study mandated by Congress that she will share. Stephanie also suggested exploring the possibilities of interagency cooperation, such as with DoD, for co-location of facilities and expertise. Agreements with long-term commitments will be key.

Another approach is to look at particular states or regions where the need for consolidation is critical, such as areas where climate change is having an impact. The Interior Museum Program now has a current list of non-Federal repositories housing bureau collections based on the FY10 bureau annual museum property reports, which can be used in this effort.

It was decided that this topic should be discussed further at the next EPC meeting. The NPS documents and the IMP data will be sent out prior to that meeting.

**Other Updates:**

**Internal Control Review - Accessioning and Catalog Backlog targeted data call:** Templates for data collection are being developed in consultation with the IMPC. The data collected will be used as a foundation for developing a comprehensive plan to address the accessioning and cataloging backlogs.

**ICMS Update:** Some bureaus are expressing concern about IT and security issues related to ICMS. Debra plans to set up a meeting to determine what needs must be addressed and how.

**Museum Property Training:** The "Basics of Museum Collections Care" online training course was launched via DOI Learn in early February 2011. The "Managing Museum Property" face-to-face course was scheduled for 21-25 March in Tucson, AZ, but then postponed to early May due to low enrollment. Plans are being made to also hold the course in Denver in July. A series of webinars on ICMS are planned for this spring and may be made into video-based lessons so they can be accessed repeatedly via DOI Learn. Kevin reminded everyone of the FWS training center in Shepardstown, WV, where live broadcasts of trainings can be made and video-taped.

**Next EPC Meeting**

The next EPC meeting will be in late April or early May. The date and time will be announced soon.

## AGENDA

DOI Museum Property Executive Program Committee Meeting  
Wednesday, May 18, 2011  
1:00 p.m. – 2:00 p.m.  
2529 MIB, Main Interior Building

Conference Bridge: Non-Responsive  
Passcodes: Leader – Non-Responsive; Participants – Non-Responsive

1. Welcome
2. 411 DM – Final review of draft prior to submission for Departmental clearance (final draft sent to EPC members prior to meeting)
  - **Decision needed**: Is draft ready to submit?
3. OIG recommendation #7 - Reduce the number of facilities managing collections by consolidating collections at larger curation centers.
  - Presentation by Stephanie Toothman on the NPS “Park Museum Collection Storage Plan” to provide background on a similar effort at the NPS in FY 2007. This plan may be viewed at: <http://www.nps.gov/history/museum/plans/parkmuseumcollectionstorageplan.pdf>
  - **Decision needed**: What are the next steps for developing a scope of work for a DOI-wide study?
4. OIG recommendation #1 - Develop and implement a policy that provides for greater Department-level oversight of bureau museum programs to ensure that they comply with Departmental Manual requirements.
  - Corrective Action Plan states that EPC members shall review bureau plans for managing museum property according to 411 DM 2(a) by 6/30/11.
  - **Decision needed**: What does the EPC want to get out of this exercise?
5. FY2008-FY2009 DOI Museum Property Management Summary Report
  - Highlights of key findings and future goals.
6. Updates:
  - Non-bureau repository list updated as of September 2010 – useful for targeting projects such as inventory, condition assessment, and collection consolidation.
  - Comprehensive checklist being evaluated and revised by Sara Wolf, Director of the NPS Northeast Museum Services Center, in collaboration with the IMPC. Ms. Wolf is on a detail with the Interior Museum Program to lead this effort.

**Meeting Notes**  
**DOI Museum Property Executive Program Committee**  
**Wednesday, May 18, 2011**  
**1:00 p.m. – 2:00 p.m.**

**Attendees:**

In person:

BLM - Richard Hanes and Bob Radcliff  
for Ed Roberson  
FWS - Kevin Kilcullen for Jim Kurth  
IACB - Meridith Stanton  
NPS - Stephanie Toothman  
PAM - Debra Sonderman, Ed Awni,  
Terry Childs, and Katie Miller

By phone:

BIA - Judy Wilson  
BOEMRE - John Godfrey for Bob Brown  
BOR - Richard Rizzi for Roseanne Gonzales  
USGS - Beth Girardi for Karen Baker

**411 DM Final Review:**

Debra Sonderman (PAM) introduced the final draft of the revised 411 DM and announced the next step is to reach agreement that the draft is ready to submit to the Office of Executive Secretariat and Regulatory Affairs for Departmental clearance. She then opened the floor for discussion. Stephanie Toothman (NPS) noted the concern about the definition of accessioning and the difficulty various bureaus have with the term “custody” in that definition. She also mentioned that many professional societies include custody in their definitions of accessioning. Terry Childs (PAM) noted her discussions with the land-managing bureaus on Tuesday, 5/17/2011, to try to resolve this issue. The principal concern is that most bureaus do not accession based on custody, but NPS does, particularly for loans. If “custody” is in the definition, some bureaus believe they will be required to accession loans or be vulnerable to audits if they do not. NPS fears it would lose its authority to accession loans if custody is removed from the definition. Discussion ensued about possible modifications to the definition so that custody is done according to bureau policy; this approach was supported by BIA, BLM, BOR, and FWS. The EPC decided that the 411 DM workgroup should finalize the definition and send it to the EPC for final approval.

Other issues with the draft 411 DM revision were discussed. Several EPC attendees were concerned that if “custody” is kept in the definition of accessioning, the corresponding definition of deaccessioning should address permanently removing accessioned items in a bureau’s custody for accountability purposes. Judy Wilson (BIA) asked about the roles and responsibilities for Heads of bureaus when those responsibilities come under the Assistant Secretary – Indian Affairs, in her bureau. Richard Rizzi (BOR) stated that the draft works well overall, but emphasized that the Directives should cover the minimum standards the bureaus will need to meet in order to legally and adequately protect DOI museum property. Debra agreed, and thanked the 411 DM workgroup for their effort on the revision. She asked the EPC to approve the draft with an understanding that the definitions of accessioning and deaccessioning are to be revised for EPC approval and the IA issue is to be addressed. The EPC approved the final draft revision of 411 DM.

**Briefing on the NPS Park Museum Collection Storage Plan:**

Stephanie Toothman gave a PowerPoint presentation on the NPS collection storage plan to provide possible options for meeting OIG recommendation #7 (consolidating collections). Due to multiple park requests to build new facilities in an ad hoc manner, the House Committee on Appropriations directed the NPS to report findings and recommendations on a bureau-wide approach in 2006. Regional representatives developed planning goals and principles, a data collection system, and used the Museum Collection Facility Planning Model to focus on retaining, consolidating, or eliminating NPS museum facilities. The work group also looked at ending leases on facilities that neither met current standards nor could be rehabilitated at a reasonable cost. This process was especially challenging given the size of the NPS collection and significant variability in collections and facilities among regions. Since 2005, regions have implemented the storage plan as opportunities arose, but not all issues in the Plan have been solved.

Debra reiterated the OIG recommendation to focus on consolidating collections. She mentioned that the Army Corps of Engineer's Mandatory Center of Expertise for the Curation and Management of Archaeological Collections offered to map the non-federal repository data of the DOI bureaus to show locations and densities of bureau collections. This mapping project should help DOI identify possible areas of consolidation.

A decision is needed on how to proceed with a DOI-wide consolidation study, which could include hiring a consultant or developing an internal workgroup. Debra will send out an email to the EPC to gather votes to determine the next step in this process.

**Next EPC Meeting:**

The next EPC meeting will be in mid July. The date and time will be announced soon.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Monday, July 30, 2011, 1:00-2:00 PM Eastern**  
**Room #7429, Main Interior Building**

Conference Bridge: **Non-Responsive**  
Passcodes: Leader – **Non-Responsive**; Participants – **Non-Responsive**

- 1) Introduction to the DOI Museum Property Directives (see attached)
  
- 2) Review and approval of DOI Museum Property Directive 3, *Required Standards for Documenting Museum Property* (see attached)
  
- 3) Review and approval of DOI Museum Property Directive 4, *Required Standards for Managing and Preserving Museum Property* (see attached)
  
- 4) Review and approval of DOI Museum Property Directive 18, *Interior Collections Management System (ICMS)* (see attached)
  
- 5) Selection of a new EPC co-chair per EPC charter:
  - “The EPC is co-chaired by the Director of PAM and an EPC member from a bureau or office. An election shall be held each calendar year to determine the co-chair from a bureau or office.”
  
- 6) Updates:
  - Sonderman memo to EPC requesting documentation on the status of ICMS implementation – The responses are due the next day, Tuesday, July 31<sup>st</sup>. Say which bureaus/offices have responded to date (IA, NPS, Interior Museum)
  - Pilot funding program for accessioning and cataloging backlog – provide status report
  - 411 DM – Still awaiting signature by the SOL-General Law.
  
- 7) New Business: Possible development of a DOI-wide instrument to survey non-bureau repositories about DOI museum collections and get OMB approval for information collection under the Paperwork Reduction Act.

**DOI Museum Property Executive Property Committee Meeting**  
**Monday, July 30<sup>th</sup>, 2012, 1:00-2:00 PM Eastern**  
**Meeting Notes**

**Attendees:**

In person:

BLM - Richard Hanes for Ed Robeson  
USGS - Paul Gargano  
NPS - Stephanie Toothman, Sande  
McDermott  
DOI Museum - Bob Stanton  
PAM - Debra Sonderman, Ed Awni,  
Terry Childs, Julia Jacobs

By phone:

BIA - Judy Wilson, Annie Pardo  
IACB - Ken vanWey for Meridith Stanton  
BOR - Richard Rizzi for Roseann  
Gonzales  
FWS - Kevin Kilcullen  
BSEE- John Godfrey and Scott Sobetsky  
for Scott Mabry and Mark Eckl

**Introduction to the DOI Museum Property Directives:**

Debra Sonderman (PAM) introduced the Table of Contents for the new DOI Museum Property Directives. She explained that the priorities for writing individual Directives are based on fulfilling the OIG recommendations and other immediate needs. She noted the concern of the Directives workgroup that “museum property” is a term unique to DOI and is not recognized by museum professionals, so that “museum collections” will be used in the Directives.

The EPC’s task at this meeting was to approve Directives 3, 4, and 18. If approved, they will be signed by Debra Sonderman as the Director of PAM by mid-September in order to close two OIG recommendations in FY2012. During the meeting, the EPC agreed that the Directives should be posted on the Interior Museum Program’s website as soon as they are signed, even if the revised 411 DM that identifies the Directives is still not signed.

**Review and Approval of DOI Museum Property Directive 3, *Required Standards for Documenting Museum Property*:**

Directive 3 revises the required standards for documentation currently in 411 DM Chapter 3. The EPC agreed to move these required standards into a Directive so that they can be more easily updated when necessary. Each section of these standards, such as accessioning and cataloging, will have its own Directive that details appropriate procedures.

The primary change from the current 411 DM 3 in this Directive is the inclusion of ICMS as the mandatory documentation tool to meet the required standards. If a non-bureau facility does not use ICMS, the repository’s information management system must contain data compatible with the DOI mandatory data to ensure its import into ICMS. It was recognized that compliance with this requirement will take time for several land-managing bureaus working with their partner repositories and will require OMB approval for information collection.

Richard Hanes (BLM) voiced several concerns. One was the recently announced cuts in bureau discretionary funding, which is used for activities such as museum collections management at

BLM and will negatively impact meeting these standards. He noted differences in bureau missions and types of collections such that perhaps a “lighter” version of ICMS could be used by some bureaus to track their collections. Terry Childs (PAM) explained that the required data in Directive 3 are basic standards used by museum professionals and have been in 411 DM since its issuance. Richard also spoke about the inventory standards in this Directive and the lack of clarity on how they apply to collections in bureau versus non-bureau facilities. He emphasized the difficulties and potential costs of working with the non-federal repositories on activities such as inventory. The EPC agreed that the workgroup should add a statement in this section that DOI is exploring other ways to identify the physical presence of museum objects.

The EPC unanimously approved this Directive knowing that these discussion points will be considered by the Directives workgroup.

**Review and Approval of DOI Museum Property Directive 4, *Required Standards for Managing and Preserving Museum Property*:**

Directive 4 revises the required standards for collections preservation currently in 411 DM Chapter 3. Each section of these standards will have its own Directive that details appropriate procedures. The primary difference between this Directive and the current 411 DM 3 is an emphasis on having written bureau procedures on key management activities, such as fire protection, security, and housekeeping, so that bureaus can tailor procedures to their particular circumstances. Also, the required standards for museum collections in office spaces are simplified, although all essential requirements are retained. After every bureau/office in attendance was polled, this Directive was unanimously approved by the EPC.

**Review and Approval of DOI Museum Property Directive 18, *Interior Collections Management Systems (ICMS)*:**

This new policy is critical to closing OIG recommendation #6 in FY2012, which focuses on bureau implementation of ICMS to achieve uniform record keeping of DOI museum collections.

Bob Stanton (Interior Museum/IACB) asked about any upfront costs to bureau implementation of ICMS. Debra noted that the DOI-wide license covers the software and technical assistance. However, there can be costs of hardware, e.g., servers, and staff time to work with non-bureau repositories to map and convert data into ICMS. Bob also inquired if the information in ICMS is online and accessible to the public. Terry responded that ICMS includes an application to interface with the online NPS Web Catalog so that parks can select object catalog records to make available to the public. Debra added that, in the future, DOI will look at moving ICMS to the “cloud”, allowing all bureaus to see their data in real time and link collections. This action would improve sharing, research, and accessibility. Kevin Kilcullen (FWS) thought investigating the potential of cloud hosting is a good step forward, but emphasized the need for easy administrative access to ICMS to encourage wider usage by bureau staff.

Richard noted several BLM concerns with the ICMS Directive, including: explicit DOI CIO involvement in ICMS; confusion about the terms “mandatory data” versus “required data” in paragraph 1.5B, which he recommended removing; and the need to be clear that any terms on



the use of ICMS in agreements with non-bureau facilities must not be retroactive to which Judy Wilson (IA) agreed.

The EPC unanimously approved this Directive knowing that the concerns discussed will be considered by the Directives workgroup.

**Selection of New EPC Co-Chair per EPC Charter:**

Debra reminded the EPC of the need for a new EPC co-chair and requested a volunteer to relieve Stephanie Toothman (NPS) of her protracted term. Both Indian Affairs and BLM expressed future interest in the position once current staffing issues are resolved. Stephanie agreed to continue serving as co-chair until someone volunteers.

**Updates:**

1. Debra thanked the bureaus that reported their status of ICMS implementation (IA, NPS, FWS, and DOIM) in order to close the OIG recommendation on ICMS implementation by 9/30/12. The due date for this status report is Tuesday, July 31<sup>st</sup>, 2012.
2. The pilot program to fund bureau accessioning and cataloging backlog projects has been a success to date. PAM received nine proposals from four bureaus and funded five projects: two projects in Indian Affairs, two in BLM, and one in FWS. All of the PAM funds were obligated within one month. Two projects in bureau facilities are underway and contracts or other agreements are being prepared for the three projects at non-bureau facilities. The funding recipients were asked to record the time and cost per cataloged object and other details of the project, which will be used to develop the plan to eliminate the accessioning and cataloging backlog in response to the OIG.
3. The updated 411 DM is still awaiting approval by the Office of the Solicitor – General Law. OIG recommendation #1 cannot be closed in FY2012 without this signature and the final signature of the Assistant Secretary – Policy, Management and Budget.

**Other Business:**

1. Kevin would like a status report on the future of the DOI Museum at the next EPC meeting.
2. Due to the need for information from non-Federal repositories about DOI collections and efforts by several bureaus to develop a survey form, PAM staff looked into developing a DOI-wide survey instrument and getting OMB approval for information collections under the Paperwork Reduction Act (PRA). Terry reported on a meeting with a DOI official who is an expert on the PRA and several bureau curators about this matter. The meeting outcome is that OMB approval for a DOI programmatic information collection on museum collections is needed to cover the OIG recommendations and activities in DOI policy related to non-Federal repositories, including transferring catalog data into ICMS. PAM will work with the IMPC to draft the appropriate documents and submit them through NBC as required. This approval will take considerable time and effort to prepare, but will cover all the bureaus in a single instrument.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Monday, October 17, 2011, 1:00-2:30 PM Eastern**  
**Room #7429, Main Interior Building**

**Conference Bridge:** Non-Responsive  
**Passcodes:** Leader – Non-Responsive; Participants – Non-Responsive

- DOI museum property policy and DOI financial resources necessary to meet policy (Pam Haze, Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition)
- FY2010 DOI Museum Property Management Summary Report – Review and discussion of findings, particularly on bureau/office Scope of Collections Statements (OIG rec. #4) and annual inventories completed (OIG rec. #5).
- **OIG recommendation #1** - Develop and implement a policy that provides for greater Department-level oversight of bureau museum programs to ensure that they comply with Departmental Manual requirements.
  - Corrective Action Plan states that EPC members shall review bureau plans for managing museum property according to 411 DM 2(a) by 6/30/11. This item was not discussed at the May meeting so little has been done to meet the corrective action.
  - **Decision needed:** What does the EPC want to get out of this exercise?
- National/Chief Curator – Report from FWS on status of this position.
- 411 DM – Not yet sent to the Executive Secretariat
  - **Decision needed:** Concurrence to send revision to the Executive Secretariat based on IMPC agreement of definitions.
- Site reviews of DOI and non-DOI facilities pertaining to OIG recommendations #5 & 12 –
  - **Decision needed:** Concurrence of approach.
- **OIG recommendation #7** - Reduce the number of facilities managing collections by consolidating collections at larger curation centers.
  - IMPC drafted a scope of work for a study to evaluate the feasibility of consolidating DOI museum property into fewer facilities to improve cost and space efficiencies while meeting 411 DM standards.
  - **Decision needed:** Concurrence to study both bureau and non-DOI facilities and to use criteria to reduce total # of facilities surveyed.
- ICMS – IMPC work group will be working on an ICMS Directive.
  - **Decision needed:** Concurrence that non-DOI repositories are not required to catalog in ICMS but data must cover the mandatory fields in 411 DM and be importable into ICMS.

**Meeting Notes**  
**DOI Museum Property Executive Program Committee**  
**Monday, October 17, 2011**

**Attendees:**

In person:

BLM - Emily Palus and Leslie Courtright  
for Ed Roberson  
NPS - Lynn Black for Stephanie Toothman  
PAM - Debra Sonderman, Ed Awni,  
Terry Childs, and Roger Durham  
USGS - Beth Girardi and Bruce Geyman  
for Karen Baker  
Pam Haze, Deputy Assistant Secretary, Budget,  
Finance, Performance and Acquisition

By phone:

BIA - Judy Wilson  
FWS - Kevin Kilcullen for Jim Kurth  
BOEMRE - John Godfrey for Bob Brown  
BOR - Richard Rizzi for Roseanne Gonzales

**DOI Museum Property Policy and DOI financial resources to meet policy:**

Debra Sonderman (PAM) opened the meeting with a short introduction regarding the current environment DOI is operating in, where everyone is struggling with increased demands and diminishing budgets. She introduced Pam Haze, Deputy Assistant Secretary, Budget, Finance, Performance and Acquisition, who spoke about the current budget situation and projected budget requests. The Senate passed a FY2012 budget bill on Friday with a 3.5% reduction relative to the FY2011 budget level, which has been sent to the House. The House previously proposed a 7% FY2012 reduction so DOI must wait to see what happens. The Senate is trying to protect operations. The budget levels for FY2013 were set this summer and the "Super Committee" is looking at long term budget control. This could impact the 2013 budget.

Pam emphasized that priorities must be set for DOI museum collections in the context of the budget situation, review of the Corrective Action Plan for the OIG report on DOI museum collections, and the GAO report on federal NAGPRA collections. A focus on a national inventory using an integrated rather than a bureau-by-bureau approach could be a priority. Although this requires more people and resources, we need to find ways to work better together with some resources. Emily Palus spoke about the DOI bureaus' recent emphasis on cataloging as an aspect of inventory and the work done to identify the facilities that hold DOI collections. Terry Childs mentioned the relationship between cataloging and conducting physical inventories of museum property. Lynn Black noted the fees sometimes charged by non-DOI facilities to do cataloging and inventory, for example, of bureau collections. Kevin Kilcullen agreed with working together on a national inventory, while also looking at the skill sets of each bureau, sharing expertise through enterprise teams, and looking at collection consolidation. Space optimization and space sharing are new foci given recent emphasis on real property disposal, which might play into collection consolidation. Debra emphasized the role of the EPC to set priorities to best leverage limited resources. Emily noted the need to focus on achievable tasks. Pam agreed a good approach is to develop annual incremental tasks at which we can succeed. Pam ended her remarks by noting the FY2010 Museum Property Management Summary Report was very well done.

**FY2010 Museum Property Management Summary Report:**

Debra introduced the report and emphasized the significant contributions of the bureaus/offices. She used a Powerpoint presentation to discuss specific aspects of the report. The estimated total DOI

collection size from 1998-2010 illustrated how the collection has grown over the years and, more significantly, showed the steady increase in the number of cataloged items. The chart on the estimated collection sizes by bureau gave a good comparative view. Emily noted the estimated numbers do not include what bureaus suspect they own but don't know for sure, which could be significant. The charts on the new requirement to report on Scope of Collection Statements (SOCS) revealed 76% of the identified units managing museum collections have approved SOCS, which is very good. 44% of these are out of date, which is a concern. Also of concern are the FWS, NPS, and BOR units that reported no SOCS or didn't report at all. Based on the 76% of units with a SOCS and the completion of other action items, PAM has asked the OIG to close Recommendation #4 pertaining to SOCS. The charts on the new requirement for reporting annual inventories showed 66% completion. Debra expressed concern that 44% were not completed, particularly by FWS and IA, and asked how this number can be improved. Possible changes to inventory requirements and procedures over the next year were mentioned. Also, PAM is considering asking for more detailed information on the 3 types of annual inventory required in 411 DM in the FY12 bureau Museum Property Management Summary Report.

The last chart showed the number of bureau and non-bureau facilities and reported on facility condition using the DOI Facility Checklist. Debra congratulated the bureaus for evaluating 99% of the bureau facilities of which 47% are in good condition. She noted that condition assessments for DOI real property building assets averaged 68% in good condition, but that different criteria are used for these ratings. Lynn remarked that NPS has a problem because a lot of their museum property is stored in historic structures that have considerable deferred maintenance. It was emphasized to the EPC that deferred maintenance costs for facilities should be reported in the annual bureau reports to PAM. Only NPS and BOR have done so. Also, a possible priority could be to do condition assessments using the Checklist on 100% of bureau and non-bureau facilities.

Judy Wilson reported BIA approved SOCS for all 15 units managing museum collections and conducted 95% of their annual inventories in FY11 to rectify the deficiencies in FY10.

#### **Review of Bureau Plans for Managing Museum Property**

An action item for OIG Recommendation #1 is for EPC members to review their bureau's plan for managing museum property. PAM knows the status of BOR, NPS, and BLM. Beth Girardi reported that USGS is working on developing a plan which will prioritize goals that can be accomplished. Judy reported that IA is working to update their plan as stated in their FY10 annual report. Debra said that she will send an email to the other bureaus and offices asking for a status on their plans.

#### **Status of revised 411 DM:**

Debra reported that revised 411 DM has not yet been sent to the Executive Secretariat pending agreement on several definitions. Terry noted that consensus on the definitions has been reached by the 411 DM workgroup and other IMPC members. With no objections by EPC members, it was agreed that the revised 411 DM be sent to the Executive Secretariat for approval. Debra agreed that the final version will be shared with the IMPC and EPC.

#### **Site Reviews at Bureau and Non-Bureau Facilities:**

An action item in response to OIG recommendations #5 and 12 is for IMP staff to conduct site reviews. The plan is to conduct rigorous reviews of procedures that meet the standards in 411 DM at bureau facilities. At non-bureau facilities, reviews of 411 DM standards will be more oriented toward identifying deficiencies, providing technical assistance to address deficiencies, and forging relationships. With no objections, this basic methodology was agreed to by the attendees.

**Collection/Facility Consolidation:**

The IMPC is developing a scope of work for a contractor to study the feasibility of consolidating DOI collections held at both bureau and non-bureau facilities. With no objections, the attendees agreed to study both bureau and non-bureau facilities and the bureaus will select the facilities to include in the study based on criteria developed by the IMPC. Lynn noted that NPS did not consider the capacity for NPS facilities to hold non-NPS collections in their 2006 Collection Storage Plan and that collection growth is a big issue. A benefit of the 2006 NPS plan is that no new construction of collection facilities can occur without being in the plan.

**Interior Collections Management System (ICMS):**

Work is commencing on a Directive for ICMS policy. EPC concurrence was sought for not requiring non-DOI facilities to use ICMS, but to ensure that data captured by non-DOI facilities cover the mandatory fields in 411 DM and can be imported into ICMS. Emily asked where converting data from non-DOI facilities falls on the list of priorities. There was not enough time to complete this discussion.

**Next EPC Meeting:**

The next EPC meeting will be in December. The date and time will be announced soon.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Thursday, February 16, 2011, 1:00-2:30 PM Eastern**  
**Room #7429, Main Interior Building**

**Conference Bridge:** Non-Responsive  
**Passcodes: Leader –** Non-Responsive **; Participants –** Non-Responsive

- 1) Overview of pilot testing of new methods to conduct personal property inventory (Al Green, Senior Personal Property Manager) – Focus on change of designated authority, new approaches that don't require touching objects, and inventory frequency.
- 2) OIG Corrective Action Plan -- Next steps and priorities:
  - Rec. #1 (target date: 6/30/12), Develop and implement a policy that provides for greater Department-level oversight of bureau museum programs
  - Rec #3 (target date: 11/30/14), Comprehensive plan to eliminate accessioning and cataloging backlogs
  - Recs #5 and 12 (target dates: 9/30/13), Ensure required annual inventories are conducted at bureau and non-DOI facilities
  - Rec #6 (target date: 9/30/12), Complete DOI-wide ICMS implementation –Need EPC members to decide on what “fully implemented” means and how each bureau intends to demonstrate implementation.
  - Rec #7 (target date: 7/31/14), Reduce the number of facilities by consolidating collections
  - Rec #9 (target date: 6/30/14), Increase effective control over collections at non-DOI facilities
  - Rec #13 (target date: 2/28/14), All facilities must use the comprehensive checklist
- 3) FY2013 funding possibility. Possible \$3.5 million for:
  - Ascertaining the location of museum objects and taking steps to prevent their damage, theft, and loss
  - A pilot study to identify and assess collections at non-Federal repositories by a qualified contractor
  - A consolidation study of bureau and non-bureau facilities housing museum collections by a qualified contractor to determine the potential for economy of scale improvements of oversight and accountability, and space reduction.
- 4) Selection of a new EPC co-chair per EPC charter:
  - “The EPC is co-chaired by the Director of PAM and an EPC member from a bureau or office. An election shall be held each calendar year to determine the co-chair from a bureau or office.”
- 5) Update on Interior Museum

**Meeting Notes**  
**DOI Museum Property Executive Program Committee**  
**Thursday, February 16, 2012**

**Attendees:**

In person:

BLM - Kathy Stangl  
for Ed Roberson  
FWS - Kevin Kilcullen for Jim Kurth  
NPS - Stephanie Toothman  
PAM - Debra Sonderman, Terry Childs,  
Al Green, and Roger Durham  
USGS - Beth Girardi and Bruce Geyman  
for Bill Werkheiser

By phone:

BIA – Judy Wilson, Kathy Daum  
BSEE - John Godfrey for Bob Brown  
BOR - Richard Rizzi and Tom Lincoln  
for Roseanne Gonzales  
IACB - Meredith Stanton  
PAM - Ed Awni

**Overview of Pilot Testing New Methods to Conduct Personal Property Inventory:**

Al Green (PAM), Senior Personal Property Manager, spoke about alternative approaches to inventorying personal property, including museum property, which will be pilot tested this spring. The goal is to enhance efficiencies using alternative inventory methods to allow personnel more time to focus on high risk property types and inventory discrepancies. Controlled museum property, however, will continue to be 100% inventoried annually.

One proposed change is that all non-controlled, non-sensitive personal property would be inventoried using a random sample method, which is not a change for museum property. Another proposed change to inventory procedure is when there is a change of designated authority (Accountable Officer or Custodial Officer). Instead of conducting a 100% inventory of property, the new designated authority would conduct a random sample inventory. Also, new inventory approaches were discussed, such as At Large Inventory Tracking (ALIT). This relies on documentation of the presence of an object in a secure facility rather than physically handling the object. Furthermore, Al discussed the proposed change to inventory frequency, which would go to every 2 years for non-controlled, non-sensitive personal property. Finally, he discussed inventory discrepancy rates of 0% for controlled or sensitive property and 5% for all other property and the requirement to conduct research using a location survey or location record review to determine the cause of errors in order to prevent them from reoccurring in the future.

The pilot is to run from March – June 2012. BLM, NPS, and USGS have volunteered to be testers and will use several standardized forms to document their procedures and results. PAM and PFM staff will evaluate the results and make a proposal to various groups, including the EPC, about permanent changes to inventory policy. These will be codified in personal property and museum property policy for implementation in FY2013.

**OIG Corrective Action Plan: Next Steps and Priorities:**

**Recommendation #1:** The action items to address developing and implementing a policy that provides for greater Department-level oversight of bureau museum programs are nearing completion. The target date for completion is June 2012. One action item involves EPC members reviewing their bureau plans for managing museum property and discussing any intended changes/updates. Although responses were previously received from 5 bureaus/offices, Debra Sonderman (PAM) recently sent an email to

those EPC members who had not responded asking for a reply by 02/15/12. No responses had been received as of this meeting, although Kevin Kilcullen (FWS) and Meridith Stanton (IACB) said they will respond soon. There was no word from the EPC members for BSEE, Interior Museum, or OST.

For other action items, the revised 411 DM is going through the Assistant Secretarial signature process. Four signatures have been secured, while several Assistant Secretaries asked for extensions. Also, Stephanie Toothman (NPS) stated that she appointed Dan Odess as the Acting Departmental Consulting Archeologist until the reorganization of Cultural Resources is confirmed.

**Recommendation #3:** The action items to develop and implement a plan to eliminate the accessioning and cataloging backlog include analyzing the bureau/office data provided for the FY2011 targeted Internal Control Review, which is in progress. The results of the analysis will be a focus of the next EPC meeting in April. Another action item is for EPC members to develop FY2014 funding requests for backlog work. Discussion ensued about the FY2013 funding for museum collections in the President's budget, the fact that it will probably be one year funding, and continuous funding over several years is needed for this endeavor. Stephanie noted that NPS has committed to an extra year of Flex Based funding for archives backlog cataloging in FY2014. Kevin Kilcullen (FWS) asked if NAGPRA items could be prioritized in this effort.

Debra asked if accessioning and cataloging backlog is still a priority, especially for the land-managing bureaus. Stephanie agreed it is, but so is consolidated storage and finding collections. She also noted the significant number of archives that are being discovered during the NPS archives backlog project. Kevin said that FWS is finding many objects that are not museum property as they evaluate backlog. Judy Wilson (IA) noted their priority on accessioning backlog. She was also concerned about whether backlog included items cataloged in non-DOI facilities but not in ICMS. Richard Rizzi (BOR) said their priority is cataloging backlog. BOR is also ready to work on collections ownership on which Ed Awni (PAM) had offered to help.

**Recommendation #5 and #12:** The action items to ensure required annual inventories are conducted at bureau and non-DOI facilities are underway. Pilot testing inventory procedures will begin soon, which may impact policy. The action item to have bureau/offices report inventory activity in their annual Museum Property Management Report is in place. However, analysis of the bureau data in the FY2010 Summary Report showed that 66% of the inventories were done in bureau facilities, and relatively few inventories were reported for the non-bureau facilities. Terry Childs (PAM) asked for thoughts on proposed changes to the data call for the FY2012 bureau reports: 1) have bureau/offices report inventory completion by bureau and non-bureau facility, not by unit; and 2) break down the reporting by the three types of required annual inventory. Both of these changes will provide greater clarity of where there are compliance issues with the inventory requirements. Stephanie said she needs to discuss this with her Chief Curator since inventory is done by unit in the NPS and this change could mean that hundreds more facilities would need to be inventoried. Judy said this will not be a problem for IA. Kevin wanted to talk to his National Curator about this matter.

Debra offered to explore whether there is a field in FBMS and/or ICMS that can identify the method used to inventory personal property or museum property each year.

**Recommendation #6:** The action items to complete DOI-wide ICMS Implementation are well underway, including training and policy. The target date for completing this recommendation was extended to 9/30/2012 so there is time to complete the Museum Property Directive on ICMS. However, Terry has



been in contact with the PFM staff member who decides when a recommendation can be closed and was told that each bureau/office must be able to document that they have implemented and are using ICMS. The PFM staffer agreed that implementation should be focused on use in DOI facilities and programs where its use can be controlled. Terry also mentioned that this topic was discussed at the February IMPC meeting when several bureau curators said they can run the ICMS-based Collection Management Reports (CMR) to show implementation. Judy said IA would prefer to run a CMR. Stephanie thought she might be able to get a CMR for all NPS collections. Kevin thought there might be problems showing implementation in facilities with small collections so FWS will consider developing a hybrid of ways to prove implementation. Richard said that BOR will send a CMR upon request. Since the target date to close this recommendation is 9/30/2012, a request for this information will be sent to EPC members this summer.

**Recommendation #7:** The action items to reduce the number of facilities by consolidating collections have primarily involved drafting a scope of work for a feasibility study. Also, the IMPC discussed the idea of focusing on “low hanging fruit” (collections in most need of being moved to another location and location of facilities with surplus/excess space). When presented with a draft memo, the IMPC decided it was too formal and lacked enough focus on costs. PAM staff plans to send IMPC members an informal request by email with a deadline to obtain this information for use, if funding becomes available. EPC members agreed that this should be done, although Stephanie warned that there really are no low hanging fruit. There are always angry people when collections are consolidated because they are being separated from their origin. There is a strong sense of ownership by the local community(s). Kevin noted there should be a stakeholder analysis and/or interviews component in the scope of work for this activity.

**Recommendation #9:** Little work has been devoted so far to increasing effective control over collections at non-DOI facilities including identifying locations where collections are housed and inventory. The need is to hire a contractor to identify facilities that house bureau collections. Funding has been requested to begin the process of implementing this work. (See next agenda item.)

#### **FY2013 Funding in President’s Budget:**

The FY13 budget includes \$3.5 million for DOI museum collections to address the OIG report. The President’s budget outlines three foci for the funds:

- “Support for oversight and technical assistance.”
- “A pilot study to identify and assess collections at non-Federal repositories in three states.”
- “A consolidation study of bureau and non-bureau facilities housing museum collections using a qualified contractor to determine the potential for economies of scale, improvements of oversight and accountability, and space reduction.”

Given that the pilot study to find collections and the consolidation study may use \$1 million or so, the question was raised as to how the rest of the funds should be used. Kevin focused on the need to show good progress with the funding received so suggested that each bureau focus on specific projects where there are major physical threats to collections that need to be resolved. The IMPC members should be tasked with sending in proposals with cost projections for their most critical, immediate needs in terms of storage or other priorities. Debra offered the example of a pipe burst in a collections area that has been mitigated on a short-term basis, but needs a long-term corrective solution. Stephanie thought that critical needs could be discerned from collection management reports or facility checklists, such as the need for fire detectors in a number of facilities.

For the consolidation study, several warned that there will be considerable upfront costs to consolidation and the cost savings won't be seen until much later. Al Green mentioned that with the recent federal emphasis on consolidating all types of space it is likely there will be surplus property available, such as compact or other types of shelving. He suggested that the IMPC members create "wish lists" in case needed equipment and supplies become available.

**Selection of New EPC Co-Chair per EPC Charter:**

Debra noted the need to elect a new co-chair each calendar year based on the EPC charter. Stephanie has been serving in that capacity for over a year. Debra asked the EPC members to consider volunteering for this position, so a decision can be made at the next EPC meeting. Stephanie noted that serving as co-chair has not been onerous. Several members said they will consider taking their turn.

**Update on Interior Museum:**

Debra reported on the statement made in the President's FY2013 budget that the Interior Museum will be closed and the space converted to a conference center. However, she noted that this decision has not been finalized. No matter what happens, the Museum's collection will continue to be curated and other museum functions will continue, including the Art in the Office program. The difference in the Working Capital Fund FY2012 budget for the museum space was not charged to the bureau/offices. Kevin asked if there is a plan B for the Museum if not reopened. Debra said that the Museum staff have submitted several options, including using a portion of the original space with historic, character-defining features for permanent exhibits. Stephanie noted that several of her staff think the Museum closure is an adverse effect under Section 106 of the National Historic Preservation Act and there might be some concern raised about this. She was also concerned about storage of the Interior Museum collections in a NPS facility without compensation.

**Next EPC Meeting:**

The next EPC meeting will be held in mid April 2012.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Wednesday, May 2, 2012, 2:00-3:30 PM Eastern**  
**North Penthouse, Main Interior Building**

**Conference Bridge:** Non-Responsive  
**Passcodes: Leader –** Non-Responsive **; Participants –** Non-Responsive

- 1) Selection of a new EPC co-chair per EPC charter:
  - “The EPC is co-chaired by the Director of PAM and an EPC member from a bureau or office. An election shall be held each calendar year to determine the co-chair from a bureau or office.”
  
- 2) Plan to eliminate the accessioning and cataloging backlog (OIG recommendation #3) and proposed pilot project (see attached Powerpoint)
  - Relates to how to allocate any DOI-wide funding for museum collections that might be in the FY13 budget and future budgets
  
- 3) Updates:
  - 411 DM
  - DOI Museum Property Directives
  - Pilot test on inventory methods
  - Briefing to Clerk of the Senate Interior Appropriations Committee on new funding for scientific and cultural museum collections

Overall deadlines for OIG recommendations:

#1 – 6/30/12

#2 – 9/30/13 – Directives for chapters in Handbook, Vol. II

#3 – 11/30/14 – develop and implement plan to eliminate accessioning and cataloging backlog

#5 – 9/30/13 - site evaluations & inventory directive

#6 – 9/30/12

#7 – 7/31/14

#8 – 12/31/13

#9 – 6/30/14

#11 – 8/31/14

#12 – 9/30/13 – site evaluations & inventory directive

#13 – 2/28/14

**Meeting Notes**  
**DOI Museum Property Executive Program Committee**  
**Wednesday, May 2, 2012**

**Attendees:**

In person:

BLM – Robin Hawks  
for Ed Roberson  
PAM - Debra Sonderman, Ed Awni,  
Terry Childs  
USGS - Beth Girardi and Bruce Geyman  
for Bill Werkheiser

By phone:

BIA – Judy Wilson, Kathy Daum, Annie Pardo  
BSEE - John Godfrey for Bob Brown  
BOR - Richard Rizzi for Roseanne Gonzales  
IACB – Ken van Wey for Meredith Stanton  
NPS – Stephanie Toothman, Ron Wilson

**Selection of New EPC Co-Chair per EPC Charter:**

Debra Sonderman (PAM) noted the need to elect a new co-chair each calendar year based on the EPC charter. This need was first presented at the last EPC meeting in February. Debra asked for a volunteer but no one stepped forward. Beth Girardi (USGS) offered the assistance of USGS staff, if needed. Stephanie Toothman (NPS) agreed to continue serving as co-chair until someone volunteers.

**Plan to eliminate the accessioning and cataloging backlog and proposed pilot project:**

Per OIG recommendation 3, a comprehensive plan to eliminate the accessioning and cataloging backlog must be developed and implemented by all bureaus so that museum collections can be properly identified, tracked, and accounted for. PAM issued a request for data on bureau backlogs in a targeted data call associated with the FY11 Internal Control Review. Terry Childs (PAM) presented a PowerPoint to review the results of the bureau data submitted and the tasks involved. She also presented the estimated costs involved in tackling the known accessioning and cataloging backlogs, largely based on NPS data and models, and provided examples of the cataloging backlog for archeological and archival collections. When she presented the estimates of the time required to eliminate the backlog without additional funding, it was noted that this assumes no new collections are being added to the backlog.

Bruce Geyman (USGS) commented that the continual addition of new collections is not sustainable and that deaccessioning should be considered as an option. It was noted that: this is a policy issue which must be carefully considered given the scientific, cultural, and historic values of the collections; new analytical methods are allowing researchers to address mission-related issues, such as climate change, by using existing collections, which argues against deaccessioning them; only NPS and Interior Museum have deaccessioning authority; a majority of DOI collections are acquired due to compliance activities mandated by statute; and collections must be accessioned before they can be deaccessioned.

Two implementation options were presented if new funding is appropriated to the DOI for this work: 1) funding is distributed to the bureaus based on project proposals to PAM or 2) a central DOI contract is developed with priority given to funding multi-bureau projects based on discipline (e.g., archeology, archives, etc.) and location. A pilot project was then proposed to test a process to provide bureaus with funding for collections work, specifically accessioning and cataloging backlog, based on bureau project proposals and execution of the project on an accelerated time schedule in FY12. The outcomes would be: 1) proof to the OS Office of Budget and OMB/Congress that bureaus can use any appropriated funding successfully for museum collections work and 2) data to facilitate and enhance the accessioning

and cataloging backlog plan and implementation. Although it was stated during the meeting that the plan had to be finalized by the end of the calendar year, it is by Sept. 30, 2012. There is approximately \$80,000 for this effort.

Debra asked if it is better to do several smaller projects or one large project during this pilot. She also spoke about a recent briefing for the new Clerk of the Senate Appropriations Committee, including a discussion of the \$3.5 million for scientific and cultural collections in the FY13 President's budget. During the briefing, Debra provided an overview of DOI collections and funding needs. A point that resonated with the Clerk is the real potential for the collections problems to get much worse with all the energy development on DOI land. As timely processing of permits for energy projects is a DOI mission priority, so should dealing with the collections created during those projects. The Clerk was also interested in knowing how any appropriated funding would be allocated to which Debra said she is working with the bureaus to develop a collaborative process.

Consensus was that the pilot should include several projects, not just one. Ron Wilson said NPS will probably not participate given the small amount of money involved and because they have a tested system due to their ongoing Archives backlog project. It is also important to get cost data from other bureaus. Judy Wilson said Indian Affairs has several projects in mind. Robin Hawks (BLM) said she needs to discuss the idea with others. She also mentioned the Army Corps of Engineers' Veterans Curation Project which trains disabled veterans to do a variety of curation activities and the potential to assist in DOI projects. Ed Awni (PAM) emphasized the need to show the best return on investment in the shortest period of time in the project proposals. Richard Rizzi was concerned about BOR's ability to receive and obligate funding at the end of the FY and asked for firm dates by which the proposals must be submitted and decisions made by PAM. It was agreed that bureaus should submit a 1-2 page proposal to PAM by May 25 with the expectation that the funds have to be obligated by the end of FY12 but not necessarily fully spent by then. PAM will send out a request for proposals in the next couple of days and PAM will work with the Budget Office to determine how to best process the Reimbursable Support Agreements.

#### **Updates:**

- The memo "Bureau Museum Property Management Data Call for Fiscal Year 2012" was sent out this morning to EPC and IMPC members.
- 411 DM – All Assistant Secretary and other required surnames have been received except for the Office of the Solicitor, General Law. A number of editorial changes were made to the draft based on a solicitor's comments. The changes were reviewed by the 411 DM workgroup and FWS. The Office of Solicitor still has not surnamed the DM due to other work priorities.
- DOI Museum Property Directives – Three Directives have been drafted and reviewed by the IMPC: "Required Standards for Documenting Museum Property", "Required Standards for Managing and Preserving Museum Property", and "Interior Collections Management System". The work group is writing another draft of each Directive based on IMPC comments. PAM expects to provide all 3 Directives to the EPC for their review and approval at the next meeting.
- Pilot test on new inventory methods – The pilot test began on April 1<sup>st</sup> and will go through July 31<sup>st</sup>. The goal is to test some new methods to conduct inventory of museum property and personal property, which were presented to the EPC in the February meeting. BLM and NPS are participating for museum property and BLM and USGS are participating for personal property.

#### **Next EPC Meeting:**

The next EPC meeting will be held in July 2012.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Wednesday, January 9, 2013, 1:00-2:30 PM Eastern**  
**Room #4241, Main Interior Building**

Conference Bridge: **Non-Responsive**  
Passcodes: Leader – **Non-Responsive**; Participants – **Non-Responsive**

**1) FY2012 accomplishments**

- The revised 411 DM was signed by the Assistant Director, PMB, on September 26, 2012 with some changes since last reviewed by the EPC.
- Closure of two OIG recommendations:
  - #1, *Develop and implement a policy that provides for greater Department-level oversight of bureau museum programs to ensure that they comply with Departmental Manual requirements.*
  - #6, *Complete Department-wide implementation of ICMS to ensure uniform recordkeeping.*
- FY2011 DOI Museum Property Management Summary Report.

**2) Review and approval of DOI Museum Property Directive 1, *Introduction to Managing Museum Collections (Museum Property)***

- Contents of the Directive.
- Section 1.10, “Implementing DOI Policy to Manage Museum Collections”
- Section 1.11, “Responsibilities for Funding the Curation of Museum Collections”.
- Request for approval of the Directive.

**3) Results of FY2012 pilot to fund cataloging backlog and FY 2013 budget planning**

- Results of the FY2012 pilot project to catalog backlog museum objects.
- Discussion of funding priorities for FY2013:
  - eliminating the accessioning and cataloging backlog of museum collections owned by IA, BLM, BOR, FWS, NPS, USGS, and the Interior Museum;
  - identifying and assessing DOI collections housed at non-Federal facilities, including objects to be repatriated under NAGPRA, by a qualified contractor;
  - determining the feasibility of consolidating collections into fewer bureau and non-bureau facilities by a qualified contractor; and
  - correcting identified deficiencies in accountability, preservation, and protection of DOI museum collections.
- Discussion of the appropriate method to allocate any Congressional funding for bureau projects.

**4) Status of the Interior Museum**

**5) Selection of a new EPC co-chair**

- Discussion of an alternative way to determine the co-chair on an annual basis.

**DOI Museum Property Executive Property Committee Meeting**  
**Wednesday, January 9, 2013, 1:00-2:30 PM Eastern**  
**Meeting Notes**

**Attendees:**

In person:

BLM – Greg Shoop for Ed Robeson,  
David Blackstun, Alice Hart  
USGS - Paul Gargano for William Werkheiser  
NPS - Stephanie Toothman, Sande McDermott  
DOI Museum – Diana Ziegler for Bob Stanton  
BOR – Tom Lincoln  
PAM – Debra Sonderman, Ed Awni,  
Terry Childs

By Phone:

IA – Judy Wilson, Annie Pardo  
BOR – Richard Rizzi for Roseann  
Gonzales  
FWS – Kevin Kilcullen  
OST – Leon Craig

**FY2012 accomplishments:**

The revised 411 DM was signed by the Assistant Secretary, PMB, on September 26, 2012 with some changes since it was last reviewed by the EPC. The Solicitor’s Office determined that the DM was too long and requested revisions. Once the Solicitor’s Office signed the DM, there was discussion as to whether or not to resend it to the EPC. It was decided that there was greater value to get the DM issued and to focus on the Directives. If any EPC members have any concerns or issues with the revised DM, they should contact Debra Sonderman or Terry Childs (PAM). The major changes to 411 DM were:

- Authorities. These were revised and moved from an appendix to the body of the DM. Categories of authorities were created and “Mission-related Collections” were added to link the mission of a bureau as stated in its Organic Act or Programmatic authorities to some of the possible reasons why bureaus have museum collections.
- Definitions. Revised and moved from an appendix to the body of the DM.
- Identifying what is and what is not museum property. Divided into two sections from the previous one section.
- Required Standards for Documenting Museum Property and for Managing and Preserving Museum Property. These sections, which outlined the contents of the required standards, were eliminated. Clear reference to the specific Museum Property Directives, which contain the required standards, was made in the revised 411 DM.
- Museum Property Plans and Management Tools. “Details” about each plan and tool were removed and these will be covered in corresponding Museum Property Directives.
- Accountability and Reporting. “Details” were removed and these will be covered in appropriate Museum Property Directives.

Two OIG recommendations were closed at the end of FY2012. The first was #1, *Develop and implement a policy that provides for greater Department-level oversight of bureau museum programs to ensure that they comply with Departmental Manual requirements*. All action items were accomplished with one caveat. Only some of the bureau/office Museum Property



Management Plans were current and could be used as evidence for the closure. PFM staff strongly urged all bureaus and offices to update their Plans for when the OIG conducts a verification review. The question arose --what is a “current” plan--, but it was deferred to the next agenda item on Directive #1.

The second OIG recommendation was #6, *Complete Department-wide implementation of ICMS to ensure uniform recordkeeping*. The primary concern about closing this recommendation was that several bureaus had not fully implemented ICMS, although provided good status reports. Given the likelihood of an OIG verification review in the next few years, Debra strongly advised bureaus that have not fully implemented ICMS to keep their status of implementation report up-to-date and continue ICMS implementation.

Finally, the *FY2011 DOI Museum Property Management Summary Report* was issued at the end of FY2012. Discussion of some of the findings and trends will be discussed at a future meeting.

### **Review and Approval of DOI Museum Property Directive 1, *Introduction to Managing Museum Collections (Museum Property)*:**

Debra reviewed the contents of this introductory Directive including:

- Greater detail on what are, and what are not, museum collections than the text in 411 DM. This also includes policy requirements for bureaus with working collections.
- Classification of museum collections by discipline.
- An Appendix detailing the laws and regulations involved in identifying and managing museum collections.
- An Appendix containing the principal characteristics of museum objects, with examples, which were removed from 411 DM.

Section 1.10, “Implementing DOI Policy to Manage Museum Collections,” was written to address the EPC request to make a policy statement about the “journey” to comply with DOI policy on managing museum collections. With the constantly growing collections in some bureaus, the EPC wanted acknowledgement that an implementation strategy may be needed for some bureaus while any new collections must be in compliance with 411 DM and the Directives. The meeting attendees agreed that a current bureau/office Museum Property Management Plan is the best vehicle to do this, because it is a strategic plan. Debra asked whether or not the frequency to review and update the Plan should be stated in the Directive and what that frequency should be. Kevin Kilcullen (FWS) suggested doing this through the annual reporting cycle to PAM and to make the current reporting request more explicit. Richard Rizzi (BOR) agreed. Sande McDermott (NPS) noted the difference between a major review of a Plan, such as every five years, and annual reporting on where a bureau/office is in implementing its Plan. No decision on the frequency was made; this will be left up to the Working Group (WG) drafting the Directive.

Section 1.11, “Responsibilities for Funding the Curation of Museum Collections” related to an action item for OIG recommendation #3 (eliminate the accessioning and cataloging backlog), which is to develop policy to ensure that backlogs do not increase in the future. Appropriate

management of and up-front funding for new collections are critical to preventing new backlogs. Debra opened discussion by asking if bureaus have the authority to charge permittees for the curation of the collections they recover. Dave Blackstun noted that BLM tries to charge for curation, and expressed concern about non-Federal repositories charging annual fees which BLM cannot pay. As discussion ensued on how various bureaus get permittees to pay for curation during a project, it was decided to table it for a separate meeting on determining if there are commonalities between the bureaus on how to pay for the long-term curation of new collections. Discussion then focused on the wording in the Directive. IA, BLM, and NPS had no objections, although Ed Shoop (BLM) noted unanticipated discoveries on bureau lands can be an additional financial problem. Paul Gargano (USGS) thought that bureau responsibility should be to “ensure” funding is available, which is broader language. Everyone agreed with this change.

Debra asked for approval of the Directive with the changes discussed. Richard asked to see it again, as did others. It was agreed that the WG would revise, PAM will resend it to the EPC for approval, and the EPC members will approve (or not) by email.

#### **Results of FY2012 pilot to fund cataloging backlog and FY 2013 budget planning**

- The BLM’s Anasazi Heritage Center (AHC) project (\$11,600) to catalog a backlogged archeological collection was completed by the end of FY2012. Some 1,300 catalog records were entered in ICMS for 7,400 artifacts. One fifth of the project budget was spent on ICMS implementation because the AHC had never used it before.
- The FWS’s DeSoto National Wildlife Refuge project (\$25,000) involved cataloging the historic artifacts recovered from the Bertrand steamboat sunken during the Civil War. Two contract catalogers created 8,000 catalog records, averaging 195 objects per day. The success of the project caused the Regional Visitors Services Office to continue its funding.
- BLM’s Utah Office successfully obligated project funds (\$10,800) by the end of FY2012 to catalog the backlog of archaeological collections housed at the Edge of the Cedars Museum in Utah. The project is expected to begin soon.
- IA successfully obligated project funds (\$40,000) by the end of FY2012 to catalog collections housed at two non-Federal museums: Maxwell Museum of Anthropology and Museum of Northern Arizona. Both projects are expected to begin soon.

Debra reminded the EPC of the \$3.5 million in the FY2013 President’s budget for DOI museum collections, but noted its bleak future. In October, the House denied the request, but the Senate provided \$2 million. If some funding becomes available, we need to be prepared to act quickly and need to know the priorities for funding. The following were in the budget request:

- eliminating the accessioning and cataloging backlog of museum collections owned by IA, BLM, BOR, FWS, NPS, USGS, and the Interior Museum;
- identifying and assessing DOI collections housed at non-Federal facilities, including objects to be repatriated under NAGPRA, by a qualified contractor;
- determining the feasibility of consolidating collections into fewer bureau and non-bureau facilities by a qualified contractor; and,

- correcting identified deficiencies in accountability, preservation, and protection of DOI museum collections.

The only consensus on priorities was that the feasibility study for consolidating collections is a low priority and effort to meet the OIG recommendation on consolidation should be done by using any new funding to support bureaus' own efforts to collocate collections.

Kevin noted that the distribution of funds needs to be equitable and with safeguards. He suggested a portion be allocated by size of bureau collections and another portion by competition. Multi-bureau cooperation on projects should be encouraged. Also, should consider how to stimulate bureau matching funding through the seed money from Congress.

#### **Status of Interior Museum:**

Diana Ziegler reported for Bob Stanton and highlighted several accomplishments and issues. The Museum will reopen to DOI and the public, but in a much smaller footprint of the old Museum's historic space (~600 ft<sup>2</sup>). Museum staff will be looking for partnerships, perhaps with the NPS's Harpers Ferry Center (HFC), to expedite the planning process. Also, the Museum has filled several staff positions: Art-in-Office collections manager and Collections Registrar, along with an 8-month intern. They now have the cert for the Chief Curator and plan to hire a Museum Director. A current issue is permanent storage space since the majority of the collection is now stored at the Smithsonian, where conservation and cataloging is also being done. Museum staff are looking to share storage space with Indian Affairs in MIB, potentially in the back space of the old museum that has not been renovated.

Kevin asked about the design of the new layout and whether or not there will be both exhibits and a virtual presence. Diana said they are thinking about temporary exhibits, working with NPS HFC to do a video to tell the DOI story in part of the space, and upgrading their website. They want to continue to be a resource for the bureaus and a platform for all the bureaus to use. Kevin stressed the need to rotate in bureau collections from around the country.

#### **Selection of a new EPC co-chair per EPC charter:**

Debra offered a proposal to develop an annual schedule to rotate the co-chair position. That way each bureau/office will know in advance when it is their turn. No one objected. Debra said that a tentative list will be developed for the next meeting by random drawing.

#### **Bureau news:**

Sande reported that the NPS Museum Program was surprised when told that the \$6 million for the archives backlog project has been reduced to \$2 million in FY13. This means that 20 term and student positions will be lost overall and the archives for 12 parks will not be cataloged. They expect no special funding for archives backlog next year as previously projected.

#### **Next EPC meeting:**

To be announced, but within 2 months.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Tuesday, April 30, 2013, 1:00-2:30 PM Eastern**  
**Room #4241, Main Interior Building**

Conference Bridge: **Non-Responsive**  
Passcodes: Leader – **Non-Responsive**; Participants – **Non-Responsive**

**1) Update on priority OIG recommendations, action items, and target dates** (see attached Corrective Action Plan for 2<sup>nd</sup> Quarter 2013)

- Recommendation #5, “Ensure that the required annual physical inventories are conducted at all DOI facilities that have museum collections and that appropriate steps are taken to address missing items.”
- Recommendation #8, “Pursue additional partnerships with interested organizations ... to aid in managing museum collections.”
- Recommendation #9, “Increase effectiveness of control over museum collections held at non-DOI facilities by: a) identifying all organizations that hold DOI collections; b) identifying all objects held by those organizations; and c) ensuring that annual physical inventories are conducted.”
- Recommendation #12, “Increase effectiveness of protection of collections held at DOI and non-DOI facilities by ensuring that annual physical inventories, which clearly identify the condition of museum property held, are conducted as required.”
- Recommendation #13, “Direct all sites that have DOI property complete the comprehensive checklist included in Departmental Manual Part 411.”
- Recommendation #7, “Reduce the number of facilities managing collections by consolidating collections at larger curation centers.”

**2) Funding new collections**

PLEASE COME PREPARED TO DISCUSS: How your bureau funds new collections, especially archeological and paleontological collections from bureau lands. Under what authorities does your bureau charge fees to permittees/project proponents or ensure collections management is paid for? What does your bureau charge permittees/project proponents for collections care? How does this work in practice?

**3) Impact of sequestration on DOI bureau/office museum programs**

**4) Proposed annual schedule for EPC co-chair** (see attached annual schedule)

**DOI Museum Property Executive Program Committee Meeting**  
**Tuesday, April 30, 2013, 1:00-2:30 PM Eastern**  
**Meeting Notes**

**Attendees:**

In person:

BLM – Byron Loosle for Ed Robeson  
NPS – Ron Wilson for Stephanie Toothman  
PAM – Debra Sonderman, Ed Awani,  
Terry Childs, Steve Flaray,  
Katie Kirchhoff

By Phone:

IA – Judy Wilson, Annie Pardo  
BSEE – John Godfrey for Scott Mabry  
FWS – Kevin Kilcullen  
USGS - Diane K. Wade, Paul Gargano  
IACB – Conor McMahon for Meridith  
Stanton  
OST – Leon Craig

**Update on priority OIG recommendations, action items, and target dates**

Debra Sonderman (PAM) briefed the EPC on the current status of the 5-6 OIG recommendations to close in the next year.

- Recommendation #5, “Ensure that the required annual physical inventories are conducted at all DOI facilities that have museum collections and that appropriate steps are taken to address missing items.”
  - Target date to close this recommendation has been moved to from 9/30/13 to 12/30/13. With this change, there are no recommendations to be closed in FY13.
  - Must have a signed Directive on Inventory and conduct 3 DOI facility site visits.
  - New Museum Directive on inventory will conform to updated procedures for inventories of personal property, which are currently being drafted by PAM. The new procedures propose a 2-year inventory cycle, rather than the current annual basis. PAM requested an extension to close this recommendation in order to write the new Museum Directive and secure EPC approval.
  - In order to address how the bureaus handle missing items found during inventory and with IMPC concurrence, PAM added a new reporting element to the bureau’s FY 2013 Museum Property Management Report on objects found missing during inventory.
  - Debra noted the importance of having proper procedures (such as a Report of Survey) in place, in the event of a loss.
- Recommendation #8, “Pursue additional partnerships with interested organizations ... to aid in managing museum collections.”
  - Target date to close this recommendation is 12/30/13.
  - Bureaus have been reporting on partnerships for 2 years. The FY 2012 Museum Property Management Report will highlight the current partnerships and provide recommendations for the future. The data will also be used by PAM/IMPC to draft a Partnership Plan. The plan will require EPC approval and will likely stress: maintaining existing partnerships; expanding partnerships only when feasible; new partnerships should be locally-based to best meet both the bureaus’ and partners’ needs and capacities; not pursuing new partnerships in times of insufficient resources (both staff and funding); and explaining the management difficulties of partnerships to the OIG.

- Kevin Kilcullen (FWS) asked about the focus of the recommendation, which seems to emphasize new partnerships rather than managing existing ones. Terry Childs (PAM) noted a previous discussion with the Director of Conservation Partnerships that identified the difficulties of developing new DOI-wide partnership programs.
- Recommendation #9, “Increase effectiveness of control over museum collections held at non-DOI facilities by: a) identifying all organizations that hold DOI collections; b) identifying all objects held by those organizations; and c) ensuring that annual physical inventories are conducted.”
  - The target date to close this recommendation is 6/30/14, although it will probably be extended into the future since significant resources are needed to address this issue.
  - OMB approval is required for information collection to truly address this issue. Discussion ensued as to whether a business relation with a partner requires OMB approval. If the government has a contract with a repository, OMB approval is not required. A \$1.00 payment can be deemed “consideration” to enforce a contract. MOAs, cooperative agreements, etc. require OMB approval if information is being asked for by the Federal government. Also, if 9 or more non-Federal entities are asked the same questions, OMB approval is required.
- Recommendation #12, “Increase effectiveness of protection of collections held at DOI and non-DOI facilities by ensuring that annual physical inventories, which clearly identify the condition of museum property held, are conducted as required.”
  - The target date to close this recommendation is 6/30/14.
  - If recommendation #5 can be closed by 12/30/13, then #12 should be able to be closed as well. The problem is showing the OIG that inventories are being done at non-DOI facilities, especially when no travel is allowed and there are limited resources.
  - Should there be different inventory requirements for collections in non-DOI facilities? Many noted the need to do something, particularly due to sequestration and whether we can rely on our non-bureau facility partners to do work for us. It was suggested that inventories may have to be conducted less frequently, such as biannually or even every 5 years. Ron Wilson (NPS) mentioned the need to spend the limited available resources on collections with the highest risks. Debra noted the current emphasis during the annual Internal Control Review is on risk assessment but wondered how to do that at non-Federal facilities. Museums with American Alliance of Museums (AAM) accreditation can be considered a lower risk than non-accredited facilities. However, Byron Loosle (BLM) observed that non-Federal facilities may be in excellent standing and then go to high risk overnight when state or university budgets crash.
  - Debra suggested a discussion with Eric Eisenstein in PFM on different strategies to manage known versus unknown risks and how to determine priorities.
  - Kevin suggested the IMPC work on how to determine higher risk facilities looking at risks such as location in a floodplain or on a coastline and types of collections housed.
- Recommendation #13, “Direct all sites that have DOI property complete the comprehensive checklist included in Departmental Manual Part 411.”
  - The target date to close this recommendation is 6/30/14.
  - The Checklist Working Group (WG) is actively revising the DOI Museum Facility Checklist, which is a subset of the comprehensive checklist in the DOI Museum Property Handbook. The revised Checklist should be done before the target date, but will require

EPC approval. The Checklist must be used for all bureau and non-bureau facilities housing and exhibiting DOI museum collections every 5 years (NPS conducts the evaluation at NPS facilities annually).

- The WG proposes to allow “partial credit” on some Checklist standards where a significantly high proportion of a standard has been met and there is good indication that it will be fully met in the near future. This provides a more positive approach to museum facility condition evaluations. Approximately one-half of all standards will not be eligible for partial credit. Any partial credit given must be explained in the Checklist comments field. Also, partial credit may improve the current ratings somewhat, but probably not drastically. The Checklist will be tested and any differences in overall scores will be evaluated. The WG will communicate with PFM (financial report on heritage assets) and PPP (strategic plan) on this revision to ensure there are no surprises when/if condition percentages change.
  - NPS concerns are that partial credit complicates the Checklist process, requires more professional judgment by the person conducting the Checklist, and may encourage more audit scrutiny.
  - Judy Wilson (IA) stated that there should be clear conformance with the standards in order to be in compliance and to pass audits. All answers must be documented and all museums must be documented. Partial credit is not appropriate.
  - Kevin observed that the Checklist should not be “all or nothing” and that FWS is in favor of partial credit.
  - Diane K. Wade (USGS) supports partial credit.
- PAM and IMPC are considering using AAM accreditation as an official substitute for conducting the Checklist. If a facility has AAM accreditation, it would not have to be assessed using the Checklist. This would impact 120 of 860 non-bureau facilities (15%) and 20-30% of IA, BLM, BOR, and FWS non-DOI facilities. The EPC consensus was in favor of allowing AAM accreditation to replace the Checklist at those facilities. In favor: BLM, BSSE, FWS, IA, NPS, USGS. Against: None.
- Recommendation #7, “Reduce the number of facilities managing collections by consolidating collections at larger curation centers.”
  - The target date to close this recommendation is 7/31/14.
  - The PFM liaison on this audit agreed with the EPC that a proposed feasibility study to examine consolidation is not a wise use of limited museum program funds.
  - A better approach is to document what actions bureaus are taking on consolidation. PAM added a reporting element to the FY 2013 Museum Property Management Report on bureaus’ efforts towards consolidation, which the IMPC agreed to. PAM will facilitate a multi-bureau approach to consolidation whenever feasible.
  - Concern was expressed as to how to make improvements in context of OMB’s “Freeze the Footprint” initiative and DOI’s implementation efforts. Bureaus must operate within a baseline footprint, which is doable when consolidating space. Need communication on this between the museum, facilities, and space communities.

### **Funding new collections**

Debra noted that permits related to DOI’s broadband and transportation initiatives have highlighted issues of permitting and the costs related to collections recovered during

compliance activities. What happens with the collections resulting from compliance and do bureaus have authority to charge permittees?

Judy noted that IA doesn't get new collections because the tribes now deal with compliance and research on their lands. Permittees work directly with the appropriate tribe(s).

Byron said that 99% of BLM collections result from proponent activities. BLM requires that a repository agreement is in place before a permit can be granted and the proponent then works directly with the repository. An issue is that a proponent may pay in-perpetuity fees but a repository may come back to BLM asking for more funding when it should go back to the original proponent. Another problem is that BLM is finding paleontology collections in the garages of researchers.

Kevin reported that FWS builds curation costs into its projects, but has the same problem as BLM with repositories coming back later in time to ask for more funding support. He also pointed out that addressing backlog is important but so is looking at ways to minimize collection creation through project management.

### **Sequestration Impacts**

- IA – Furloughs, no travel for site visits, and will adversely affect programs.
- FWS – No furloughs this year. Fewer Section 106 projects so fewer collections recovered. Serious impacts to programs, especially working with non-bureau facilities.
- BLM – No funding for small projects, an important source for bureau museum programs.
- IACB – No furloughs this year. Impacts on temporary exhibits include no brochures, mailings, and unable to ship collections for exhibits. Trying to maintain the status quo.
- USGS – No furloughs this year.
- NPS – Less project funds, reduced capacity for partnerships, less technical assistance to parks, and some parks will not be able to complete their inventories this year due to travel restrictions.
- PAM – Unable to hire the Federal Preservation Officer this year. Will explore the idea of a detail.

### **Proposed annual schedule for EPC co-chair**

The EPC concurred with the proposed co-chair schedule that disseminated with the meeting agenda. Each term begins in June of each calendar year:

- |                               |                    |
|-------------------------------|--------------------|
| 1. 2013-2014: USGS            | 6. 2018-2019: BSEE |
| 2. 2014-2015: IACB            | 7. 2019-2020: BOR  |
| 3. 2015-2016: IA              | 8. 2020-2021: FWS  |
| 4. 2016-2017: BLM             | 9. 2021-2022: OST  |
| 5. 2017-2018: Interior Museum | 10. 2022-2023: NPS |



**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Thursday, September 5, 2013, 1:00-2:30 PM Eastern**  
**Room #4241, Main Interior Building**

Conference Bridge: **Non-Responsive**  
Passcodes: Leader – **Non-Responsive**; Participants – **Non-Responsive**

- 1) Results of FY12 DOI Museum Property Management Summary Report** (see attached Powerpoint; individual bureau/office FY 2012 fact sheets were sent separately)
  
- 2) Backlog Accessioning and Cataloging Plan**
  
- 3) Interior Collection Management System (ICMS)**
  
- 4) Upcoming documents for EPC review and approval**
  - DOI Museum Property Directive on Inventory (to close OIG recommendation #5 by Dec. 31, 2013)
  - Partnership Plan (to close Recommendation #8 by Dec. 31, 2013)
  - DOI Museum Property Directive on Facility Condition Checklist (to close OIG recommendation #13 by June 30, 2014)

**DOI Museum Property Executive Program Committee Meeting**  
**Thursday, September 5, 2013, 1:00-3:00 PM Eastern**  
**Meeting Notes**

**Attendees:**

BLM – Greg Shoop and Byron Loosle for Ed Robeson (in person)  
BOR – Richard Rizzi for Roseanne Gonzales; Lynne McDonald (by phone)  
DOIM – Diana Ziegler for Bob Stanton (in person)  
FWS – Kevin Kilcullen (by phone)  
IA – Judy Wilson and Paul Ortiz (by phone)  
IACB – Conor McMahon for Meridith Stanton (by phone)  
NPS – Stephanie Toothman (in person)  
PAM – Debra Sonderman, Ed Awni, Terry Childs, Steve Floray, Katie Kirchhoff, and Megan Bailey (in person)  
USGS - Diane K. Wade and Beth Girardi (in person)

Debra Sonderman (PAM) began the meeting by welcoming Diane Wade as the new EPC Co-Chair and thanking Stephanie Toothman (NPS) for her 2+ years as Co-Chair.

**Results of FY12 DOI Museum Property Management Summary Report**

Debra presented the findings of the FY12 summary report. The report is with Pam Haze for signature and will be issued soon. Pam noted it is a “directionally disturbing report” as collections continue to grow while resources are declining. She wants the EPC to develop both short- and long-term strategies that DOI leadership can use to help meet these challenges.

Highlights of the report included the following:

- Estimated collections size is over 185 million items. There has been an estimated increase of over 25 million museum objects in the last two years. Most of the increase is archives, due to the 4-year dedicated funding by NPS for archives backlog. Archives make up 65% of the total estimate, followed by archeology at 30%.
  - Stephanie Toothman (NPS) noted that the archives increase is due to NPS’s decision to archive resource management and assessment records that, at one time, would have gone to records management. These records need to be retained, which was not being done.
  - Terry Childs (PAM) noted that the archives cannot be easily broken down by discipline, but a large percent is associated with archeology across the DOI.
  - Byron Loosle (BLM) expressed concern that collections recovered during infrastructure projects often remain with the investigator for 3-5 years, so there is a time lag in collections growth that can have sudden impact.
  
- Facilities and facility condition. There are over 560 bureau facilities and 1000 non-bureau facilities housing DOI collections. While 62% of the bureau facilities are in good condition, improvements to the 38% not in good condition depend on the chronically underfunded bureau maintenance budgets. Stephanie noted that cuts to the NPS line item construction budget will not allow for new construction of facilities to be used for consolidating

collections. She added that communities with ties to the collections do not want the collections relocated, and an online access component is critical whenever collections are relocated. Also, NPS will study the museum facilities located in coastal areas in relation to NPS's climate change policy and DOI's *Climate Change Adaptation Plan*. Others noted the impact of "Freeze the Footprint" on collections consolidation.

- Impacts on collections management in times of diminished resources – Debra asked the EPC for next steps/strategies to present to Pam Haze and leadership on how best to address this issue.
  - Judy Wilson (IA) noted how critical it is for DOI to provide public access to its collections. IA is actively working to increase public access by leveraging technology to create IA's virtual museum. If we can't provide access in traditional ways, we need to look for new avenues. Diana Ziegler (Interior Museum) observed that the technology to make collections available online is expensive—lack of documentation, publication-quality photographs, and long-term data management are difficult challenges. Stephanie noted that the NPS has learned a number of lessons from putting up 300 objects per park on the Internet and could do a presentation for the EPC on this.
  - Kevin Kilcullen (FWS) noted that FWS is struggling with possible closure of units and finding alternative locations for its collections. He suggested that the EPC discuss the challenges with DOI-wide Asset Management, Partnerships, and Communication groups. Debra added that we need to bring museum collections into discussions about co-location, Service First, and similar initiatives. Stephanie urged focusing on what is needed to maintain progress, so we should focus on highest priorities and aligning available resources with those priorities.
  - Byron noted an issue for BLM is the dependence on collateral duty staff to manage museum collections. It is those extra tasks that get dropped first when resources are tight. Perhaps BLM needs several designated specialists on matters such as collections management that could be mobilized quickly for specific tasks.
  - Terry noted that collaboration among the bureaus on repository agreements is a possible worthwhile approach. Can DOI develop a single repository agreement with each non-bureau facility to govern all DOI collections it curates? Attendees at the American Alliance of Museums (AAM) meeting expressed an interest in this. Debra thought a repository agreement template could be developed. Perhaps Pam Haze could assign someone to this task. The IMPC could help find examples of good agreements to assist in development of a template.
  - Diane Wade (USGS) asked about deaccessioning authority to better manage redundant collections. Diana Ziegler noted that the Interior Museum and NPS have deaccessioning authority but the Interior Museum needs further guidance on how to deaccession. Terry added that she is working with the DOI Solicitor's office to clarify which bureaus and offices have deaccession authority and which do not.
  - Ed Awni (PAM) observed that when new lands are acquired by DOI, often the existing buildings are not considered. Potential new collections are almost always overlooked. Facilities and collections are assets that must always be considered in initial planning efforts prior to acquisition.

- Ed posed the idea of using a tool like the Asset Priority Index (API), which is linked to mission and is used for facilities, as a means to prioritize collections. This stimulated a discussion about the difficulties of prioritizing collections.
- “Freeze the Footprint” and budget reductions will prevent future large-scale museum construction. Since collections resulting from infrastructure and energy development projects will continue to grow, Ed stated that DOI permits must place the responsibility on the permittees to budget for collections costs.
- (b) (5)

Debra asked the EPC to consider adding the last three DOI Museum Property Management Summary Reports to the Interior Museum Program’s website, which would allow for public access and understanding. The members will consider this after they see the report.

### **Backlog Accessioning and Cataloging Plan**

This plan is an action item for OIG Recommendation #3, *“Develop and implement a comprehensive plan to be used by all bureaus to eliminate accessioning and cataloging backlogs so that all museum collections can be properly identified, tracked, and accounted for. The plan should identify the necessary resources, should consider some type of prioritization for more valuable objects, and address missing items.”* Despite repeated attempts by PAM to get a funding increase to reduce the backlogs, it is unlikely that resources will be forthcoming. Therefore, each bureau with a backlog needs to contribute to the DOI plan with bureau-specific backlog data, an estimated budget, funding sources, and an estimated date of completion. The Interior Museum Program is developing the framework of the DOI-wide plan using backlog data from BLM, Reclamation, FWS, Indian Affairs, Interior Museum and NPS as reported through the FY2011 Internal Control Review targeted data call. Since some bureaus have made significant progress on their backlogs or have developed ways to do that work, PAM asked for approval to send out another data request that asks only for updates to the FY2011 data. The data call will provide each bureau with its existing data for review, cost calculators, and a framework for a bureau-specific plan.

Debra noted that the best Departmental approach is uncertain, as the bureaus are so different. It is vital to recognize this variability in the plan. Stephanie said NPS would have to work with their Comptroller’s Office on this. Kevin cautioned against another data call, and suggested that the IMPC set clear objectives and priorities for the plan in the short-term and the long-term. Terry agreed with the need to limit information requests but noted that only the bureaus possess up-to-date backlog data (which will not be reported to PAM until December 2013 and not in the detail needed for this plan). By using the cost calculators developed by PAM with current backlog data, the bureaus can quickly determine their current backlog elimination costs. Terry will bring the request for priorities to the IMPC for discussion.

### **Interior Collection Management System (ICMS)**

Debra reviewed the current status of ICMS and possible future alternatives for consideration. She is looking at possible directions to adopt, including a web-based and cloud-based platform and the need for a broad market review. (b) (5)

(b) (5)  
(b) (5)

Stephanie noted

the need to prioritize the various upgrade components. The ICMS Change Control Board is developing a priority list. Another consideration is interfacing ICMS with the public to make ICMS data more available.

Debra will be meeting on a regular basis (every 2-3 weeks) with ICMS Project Manager Jeff Indeck (NPS) beginning in September. After meeting with NPS recently, it was decided that the ICMS Project Manager will meet with each bureau's representative on the IMPC to discuss any issues from the bureau user perspective. That information will be used to establish the agenda for a follow-up meeting with Debra, the bureau's EPC member, and the ICMS Project Manager.

### **Upcoming Documents for EPC Review and Approval**

Debra reviewed upcoming tasks for the EPC that are related to specific OIG recommendations.

The DOI Museum Property Directive on Inventory is an action item needed to close OIG recommendation #5 by Dec. 30, 2013. This directive is fairly straightforward but must be based on a broader Directive for personal property that is also being developed by PAM staff.

A Partnership Plan is an action item needed to close Recommendation #8 by Dec. 30, 2013. This document will provide planning guidance for bureaus on how to pursue expanding existing partnerships and developing new ones. An important finding of the plan is that partnerships are very useful, but can only be pursued on a case-by-case basis, as resources and opportunities allow. Kevin asked about partnering with AAM members. Terry responded that DOI is in the process of pursuing such opportunities with AAM.

The DOI Museum Property Directive on Facility Condition Checklist is an action item needed to close OIG recommendation #13 by June 30, 2014. PAM received about 30 sets of comments on the draft sent to the IMPC, which includes a huge range of opinions on partial credit, who should conduct the Checklist, etc.

Given these deadlines, Debra noted that the next EPC meeting needs to be in the second week of November.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Monday, December 16, 2013, 2:00-3:30 PM Eastern**  
**Room #4241, Main Interior Building**

Conference Bridge: Non-Responsive Non-Responsive

**1) DOI Museum Property Directive #21, Inventory of Museum Collections - FOR EPC REVIEW AND APPROVAL (sent to EPC prior to meeting)**

The principal changes to the current chapter on Inventory in the DOI Museum Property Handbook, which are based on revisions being made to IPMD 114-60.3, *Property Inventories*, are:

- Inventory of all museum objects that are not controlled property may be done every 2 years instead of annually. Bureaus have the option to continue to inventory annually.
- Added a new inventory method called “Transaction-based Inventory” that uses electronic- or paper-based records of actions taken during an inventory cycle to verify the presence of an object on the inventory list, such as catalog or loan records, in lieu of physical inspection at the time of the inventory.
- How to address objects that are discovered during an inventory.
- When the Accountable Property Officer or Custodial Property Officer changes and an inventory has occurred within the previous 12 months, the incoming APO or CPO signs a statement of responsibility for the museum collections under his or her jurisdiction. S/he does not have to conduct a 100% inventory as required previously.
- It states that an agreement entered into or renewed between a bureau and a non-bureau facility must address inventory completion. Also, bureaus should share the physical inventory process to the extent possible at non-bureau facilities.

**2) DOI Plan for Pursuing Museum Collection Partnerships – FOR EPC REVIEW AND APPROVAL (sent to EPC prior to meeting)**

**3) IMPC Priorities for the Accessioning and Cataloging Backlog Plan (briefing sent to EPC prior to meeting)**

**4) Interior Collection Management System (ICMS)**

**5) FY12 DOI Museum Property Management Summary Report**

**DOI Museum Property Executive Program Committee Meeting**  
**Monday, December 16, 2013, 2:00-3:30 PM Eastern**  
**Meeting Notes**

**Attendees:**

BLM – Ed Robeson (in person); Byron Loosle (by phone)

BOR – Richard Rizzi for Roseanne Gonzales (by phone)

DOIM – Bob Stanton (in person)

FWS – Kevin Kilcullen (by phone)

IA – Judy Wilson (by phone)

IACB – Conor McMahon for Meridith Stanton (by phone)

NPS – Stephanie Toothman (in person)

PAM – Debra Sonderman, Ed Awni, Terry Childs, and Steve Floray (in person)

USGS - Diane K. Wade, Beth Girardi (by phone)

**DOI Museum Property Directive #21, Inventory of Museum Collections**

Debra Sonderman (PAM) stated that the new inventory directive has been drafted and is ready for EPC review and approval. This is an action item that is needed to close OIG recommendation #5 in January 2014. Debra then asked Terry Childs (PAM) to present the changes. The principal changes to the current chapter on Inventory in the DOI Museum Property Handbook, which are based on revisions being made to Interior Property Management Directive 114-60.3 for personal property, are:

- Inventory of all museum objects that are not controlled property may be done every 2 years. Bureaus have the option to continue to inventory annually.
- A new inventory method called “Transaction-based Inventory” was added. It uses electronic- or paper-based records of actions taken during an inventory cycle to verify the presence of an object on the inventory list, such as catalog or loan records, in lieu of physical inspection at the time of the inventory.
- How to address objects that are discovered during an inventory.
- When the Accountable Property Officer (APO) or Custodial Property Officer (CPO) changes and an inventory was conducted within the previous 12 months, the incoming APO or CPO does not have to conduct a 100% inventory as previously required and may choose to sign a statement of responsibility for the museum collections under his or her jurisdiction. Stephanie Toothman (NPS) asked if this has been a problem for NPS curators and if Directive #21 or IPMD 114-60.3 will include a statement of responsibility template. Terry affirmed that a 100% inventory after a change of APO or CPO is a significant burden for many NPS curators. She also thought that BLM has a standard statement of responsibility, which might be useful as a template, but stated that there are no plans to provide a template in an appendix to Directive #21.
- It states that a repository agreement entered into or renewed between a bureau and a non-bureau facility must address inventory completion. Also, to the extent possible, bureaus should share the physical inventory responsibility when two or more bureaus or bureau units have collections at one non-bureau facility. Kevin Kilcullen (FWS) asked if all existing repository agreements must be revised to include this new requirement.

Terry responded that the inventory requirement will be phased in for existing agreements, as they are renewed.

- Other actions that must be taken to close the OIG recommendation are:
  - Bureaus should be reporting on missing items in their FY2013 annual Museum Property Management Summary Report due on December 30, 2013.
  - Notify Heads of Bureaus and Offices on updated inventory procedures. Debra asked the EPC how this should be accomplished. The consensus was that each bureau and office will communicate the updated inventory procedures internally. An official memo from Debra or Pam Haze also should be developed, in part to meet the evidence requirements of the OIG.

Debra polled each EPC member and there was unanimous agreement to approve the Directive.

### **DOI Plan for Pursuing Museum Collection Partnerships**

Debra stated that EPC review and approval of this plan is the final action item needed to close OIG recommendation #8 in January 2014. The key elements of the draft plan, which has been approved by the IMPC, are:

- A distinction between project-oriented partnerships focused on museum collections and long-term curation partnerships that are covered in another recommendation.
- The wide range of existing partnerships at the bureau unit level, which can be expanded upon.
- A focus on recommendations that: 1) are not resource intensive; 2) encourage pursuing additional partnerships; and 3) seek broader knowledge of DOI museum collections to inspire new partnerships.

Judy Wilson (IA) noted the benefits of clarifying the many different types of partnerships in the plan and taking credit for all the ongoing partnerships. Kevin thought the recommendation on increasing a broad awareness of DOI museum collections to cultivate potential partnerships was very important. Given no objections, the EPC approved the partnership plan.

### **IMPC Priorities for the Accessioning and Cataloging Backlog Plan**

Diane Wade (USGS) led the discussion and stated that the backlog plan is an action item needed to close OIG recommendation #3 by Nov. 30, 2014. The EPC asked the IMPC to develop short-term and long-term priorities for this plan, which was provided to the EPC prior to the meeting.

Debra noted the ownership challenges regarding backlog and asked how to encourage assistance from the Solicitor's Office to resolve these issues. Terry said that IA has been awaiting a Solicitor's opinion for many years, but the principal issue for other bureaus is lack of staff to perform the necessary research on ownership. Bob Stanton (DOIM) inquired about DOI funding for backlog. Terry replied that the FY2013 and FY2014 President's budgets included \$2 million but those funds have not been forthcoming. Stephanie added that much of the recent NPS backlog cataloging funding was reprogrammed to cover accessibility lawsuits.

Kevin thought that the priorities made sense in the way they are phased. Also, the Partnership Plan should be cross-referenced in this Backlog Plan since partner organizations may assist in



accomplishing the backlog work. Byron Loosle (BLM) asked about the backlog at non-bureau facilities where most of BLM's collections are located, and noted that most backlog work gets done if it is related to NAGPRA or a "crisis". Debra responded that each bureau can develop their part of the plan to best meet their individual needs and priorities within the scope of the DOI-wide plan. Judy noted the IMPC principle that bureaus may reorder priorities based on specific bureau needs, which addresses Kevin's concern.

Other discussion focused on the need for a comprehensive DOI-wide plan that also provides individual bureau details. The IMPC was tasked to develop a template for all bureaus to use, which will be presented for approval at the next EPC meeting. Terry added that PAM has cataloging cost estimates based on data collected by NPS, which should prove useful as each bureau develops their backlog plan.

### **Interior Collection Management System (ICMS)**

Debra summarized her meeting with Jeff Indeck, ICMS Project Manager, in November. One outcome was a list of the meetings that Jeff has scheduled with IMPC members to discuss bureau ICMS issues. This list was distributed to EPC members. She also discussed:

- Her future effort to understand the gaps and to develop broad issues related to ICMS that she will either discuss individually with EPC members or at an EPC meeting.
- The lack of funding for an ICMS update in FY2014 or FY2015.
- Cataloging in ICMS is not the end result; it is critical to providing the public with information about DOI collections.
- How best to comply with the Departmental initiative to move to cloud-based computing and related requirements.

### **FY12 DOI Museum Property Management Summary Report**

Debra asked for any comments about the report; none were offered. She then asked if the last three DOI annual summary reports should be put on the Interior Museum Program's website for the public. Several agreed that this would be a good way to provide the public with more information about our collections and responsibilities. Bob observed that the report should not contain any surprises for other branches of government, like the GAO. Also, there should not be any cost projections for future work needed in the report that might be misconstrued as lobbying. Stephanie noted that some contextual information should be provided about the reports, if posted. Debra agreed to talk to Pam Haze about posting the reports on the Web and, perhaps, sending them to the DOI OMB Examiner and Congressional staff for their input.

### **Other Issues**

Diane announced that she is transferring to the Treasury Department at the end of December. Her move will leave the EPC co-chair position vacant, which may pass to the next bureau/office on the co-chair schedule adopted on April 30, 2013.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Monday, February 24, 2013, 2:00-3:30 PM Eastern**  
**Room #4241, Main Interior Building**

Conference Bridge: Non-Responsive Non-Responsive

**1) Template for Bureau/Office Accessioning and Cataloging Backlog Plan** (template sent prior to meeting)

FOR EPC CONSIDERATION AND APPROVAL –

- Approval of the template
- Decide on the nature of the data call – who sends out the data call? What will be the deadline by which the bureau/office template is due back to PAM in order to have an EPC-approved plan in place by November 2014?

**2) Recommendations for Using the \$1 Million for Cultural and Scientific Collections in FY2014** (briefing on results of the 2012 pilot projects on cataloging backlog sent prior to the meeting)

From the FY14 President's Budget:

**Improving Stewardship of the Nation's Cultural and Scientific Collections** – *An increase of \$2.0 million is requested to initiate the Department's Cultural and Scientific Collections Management Initiative. This initiative will respond to recent Inspector General reports regarding the need to improve Interior's accountability for and preservation of its cultural and scientific collections and museum holdings. The proposed funding will implement a multi-year corrective action plan which will improve oversight and technical assistance, identify and assess collections at non-Federal repositories, and correct identified deficiencies in accountability, preservation, and protection of Interior cultural and scientific collections.*

**3) ICMS Update**

**4) DOI Programmatic Information Collection Request to OMB Regarding DOI Museum Collections Housed in Non-Federal Repositories** (summary of the information collection request sent prior to the meeting)

**DOI Museum Property Executive Program Committee Meeting**  
**Monday, February 24, 2014, 2:00-3:30 PM Eastern**  
**Meeting Notes**

**Attendees:**

BLM – Greg Shoop, Byron Loosle, and Emily Paulus for Ed Roberson (in person)  
BOR – Lynne McDonald for Roseanne Gonzales (by phone)  
DOIM & IACB – Bob Stanton (in person)  
FWS – Kevin Kilcullen (in person)  
IA – Paul Ortiz and Annie Pardo (by phone)  
IACB – Meredith Stanton (in person)  
NPS – Stephanie Toothman (by phone)  
PAM – Debra Sonderman, Terry Childs, and Steve Floray (in person)  
USGS - Beth Girardi (in person)

**Template for Bureau/Office Accessioning and Cataloging Backlog Plan**

Beth Girardi (USGS), as Acting EPC Co-Chair until Diane Wade's position at USGS is filled, stated that the template has been drafted and is ready for EPC review and approval. This is an action item needed to close OIG recommendation #3 by Nov. 30, 2014. She said that understanding the size, complexities, and locations of bureau backlogs may be also be important for prioritizing spending part of the new DOI funding. Beth then presented a progress review:

- In December, the EPC approved the DOI-wide plan's short-term and long-term priorities and agreed that individual bureau plans are essential for an inclusive, DOI-wide plan.
- The EPC asked the IMPC to develop a template for the bureau/office use, which was done. The final template addressed the following bureau concerns:
  - Estimating completion costs and times, especially for unprocessed collections and those quantified in cubic feet at non-bureau facilities. The template instructions ask bureaus to include the criteria used to develop the estimates.
  - Cost standards that are provided for both accessioning and cataloging backlog. The instructions state: 1) the cost standards are a minimum—bureaus may use higher costs that are justified; and 2) bureaus may have real cost data associated with specific projects that should be used instead of the cost standards.
  - It may be difficult for bureaus with big backlogs to note many unique collections on one template line. The instructions suggest summarizing cost and time data in a spreadsheet or other form and retaining these data for future reference. Bureaus may need to add additional template lines for various reasons.
  - The level of effort to fill out the template. Bureaus that reported backlog in FY11 should use that data to use as a foundation for this exercise.

Stephanie Toothman (NPS) noted that NPS does not have any concerns about the template and will be able to fill it out with existing information. Bob Stanton (DOIM/IACB) asked if backlog included paper catalog records that need to be reconciled with the records in ICMS, such as for IACB. Terry Childs (PAM) replied that the IACB situation does not fall under the OIG concern, but is a worthy project. Kevin Kilcullen (FWS) asked about ownership issues and the associated difficulties in quantifying time estimates. Terry replied that best estimates are needed and it is

important to provide the criteria used to determine them. Terry noted that the DOI-wide plan will summarize the contents of the bureau plans, which will be individual appendices. She also stressed the importance of noting all accomplishments regarding backlogs performed since 2010 in the bureau plans.

Beth asked for a vote to approve the template. There were no dissents, so the template was approved. Concerning the nature of the data call, EPC members asked for an official memo from either Debra or Pam Haze. Recognizing that the bureaus have different procedures regarding data requests, it was agreed that each bureau will provide Terry with the name of the appropriate recipient of the memo by Friday, February 28. It was further agreed that the completed templates will be due on August 4, and the IMPC will review progress on the templates at their June 4<sup>th</sup> meeting.

### **Recommendations for Using the \$1 Million for Cultural and Scientific Collections in FY2014**

Debra stated that Pam Haze has directed her to develop a plan within two weeks regarding how best to invest these funds. She then asked for recommendations, such as those related to accountability and public access. Debra noted this is one-year funding that must be obligated in FY 2014, so funding decisions need to be made by this spring.

The following recommendations were proposed:

- BLM – They have a list of approved projects ready to go related to consolidating or moving collections and addressing deficiencies. BLM could only fund a few this year. Also, projects that provide access to collections through research, exhibits, and education.
- NPS - ICMS upgrade due to critical software compatibility issues. It was noted that ICMS was not mentioned in the FY 2014 DOI budget justification for this funding.
- BOR – Conservation and preservation projects. Address OIG audit concerns and access and use.
- IA – Collections backlog projects. Also, conduct a survey of non-Federal repositories for information about unknown or poorly known DOI collections.
- IACB – Improving the quality of their catalog records.
- FWS – Noted that competition is good in this process and the values of the projects will be demonstrated to the bureaus by the support provided. Consider using existing partnerships, such as Americorps, to match some of the funding so it will go farther. Engaging youth is important and may be a weighting factor to consider in proposals. What are other useful weighting factors?

Lynne MacDonald (BR) expressed concern that BR doesn't have many partnerships to use for museum-related projects so asked that weighting for partnerships not be applied across the board. Debra suggested that the funding will be put into different buckets, probably with different criteria for implementation. She concluded by asking member to send any additional "bucket" recommendations or ideas about weighting proposals to Terry by Friday, February 28.

## ICMS Update

Debra stated that: she recently met with the ICMS Change Control Board (CCB); it will cost at least \$500K for the most critical parts of a software upgrade; and she is working closely with Jeff Indeck, ICMS Project Manager, to determine the best path forward. Debra discussed her two key points to the CCB: 1) how to effectively operate as the CCB when the members are functional, not technical, experts; and 2) (b) (5)

Debra requested a small group of the CCB to conduct market research on museum collections management software systems and provide her with a concise report on short- and long-term recommendations. She will use these to advise the EPC so that an informed decision on how best to proceed can be made. (b) (5)

She asked the workgroup to specifically look into:

- What museum software products are on the market?
- What are the key business needs, e.g., public accessibility to collections information?
- Who are the clients for each system and what is their level of customer satisfaction?

## DOI Programmatic Information Collection Request to OMB Regarding DOI Museum Collections Housed in Non-Federal Repositories

PAM has initiated a programmatic information collection request from OMB to carry out information collection at non-Federal repositories under the Paperwork Reduction Act. PAM developed this project to obtain information about unknown or inadequately documented DOI collections housed in non-Federal repositories. Once approved by OMB, all bureaus, offices, and subsidiary units will be authorized to collect specific information from non-Federal repositories that house DOI collections. The five components in the request were reviewed, which are based on the requirements in 411 DM and the DOI Museum Property Directives and on several OIG recommendations. EPC members were provided with a summary of those components prior to the meeting.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Wednesday, May 14, 2014, 1:00-2:30 PM Eastern**  
**Room #4241, Main Interior Building**

Conference Bridge: **Non-Responsive** **Non-Responsive**

- 1) **Bureau Project Proposals and Awards for a Portion of the \$1 M for Cultural and Scientific Collections** (see “FY14 Museum collections project funding summary chart.xlsx”; “FY14 Museum collections project funding awards by bureau.xlsx”)
  
- 2) **ICMS Market Research Results**
  
- 3) **Office of Science and Technology Policy memo “Improving the Management of and Access to Scientific Collections”** (see “OSTP MEMO Scientific Collections FINAL.pdf”)

**DOI Museum Property Executive Program Committee Meeting**  
**Wednesday, May 14, 2014, 1:00-2:30 PM Eastern**  
**Meeting Notes**

**Attendees:**

BLM—Emily Palus for Ed Roberson (in person)  
BR—Lisa Vehmas, Rochelle Bennett for Roseanne Gonzales (by phone)  
DOIM—Liz Ossowski, Ben Milakofsky (in person)  
FWS—Kevin Kilcullen (in person)  
IA—Annie Pardo (in person)  
IACB— Meredith Stanton (in person), Conor McMahon (by phone)  
NPS—Joan Bacharach for Stephanie Toothman (in person)  
PAM—Debra Sonderman, Ed Awni, Terry Childs, Steve Floray, Lara Howerton (in person)  
USGS—Beth Girardi (in person)

**Bureau Project Proposals for a Portion of the \$1 M for Cultural and Scientific Collections**

Debra Sonderman (PAM) thanked the bureaus for submitting a wide range of project proposals, and gave an overview of the submitted proposals. Using an objective scoring system, 19 of the 39 proposals were fully funded for approximately \$700,000 of the \$1,000,000. She expressed some surprise that there were only 39 proposals (totaling \$1.35 M), but cited the short window given to prepare and submit proposals and the fact that some important projects were not “shovel ready.” There is a request for similar funding in the FY 2015 President’s budget. It is important that these funded projects demonstrate the benefits of allocating funds for cultural and scientific collections in order to encourage funding in future years.

Debra noted concern about the overhead fees associated with sending out the funds through Reimbursable Support Agreements (RSAs)/Interagency Agreements. Although the percentage varies by bureau, these fees will substantially reduce the project funds. Debra suggested that the process next year involve getting a waiver for the overhead ahead of time. Emily Palus (BLM) commented that BLM plans to get a waiver this year, and suspects bureaus will make exceptions because these funds can be viewed as an internal grant program. Ed Awni (PAM) made the case that there should not be an overhead for these project grants. Overhead fees are intended to apply to when one bureau hires another bureau, not when a bureau receives funds to do its own work. Debra offered assistance if a bureau is not successful in getting an overhead waiver for the FY14 funding transfer.

Discussion also focused on bureau contacts for the funding transfers. Emily suggested that “we make the hierarchy work for us” so that PAM sends the funds to one person at each bureau and the bureau contact handles the internal funds transfer. Beth Girardi (USGS) noted that this makes sense in terms of paperwork and accountability.

Debra observed that the bureau’s first priority project was not always funded. She said each bureau can switch out one project for another as long as it is of equal or less funding amount.

Several lessons learned from the process of allocating the \$1 M this year were also discussed:

- The question arose whether bureaus should be asked to rank proposals if these rankings are not taken into consideration. Terry Childs (PAM) replied that they didn't know how many project proposals would be submitted and wanted bureau rankings as a criterion if needed.
- Emily suggested holding a workshop with IMPC members to provide guidance to proposal writers, particularly regarding the scoring system.
- Terry noted that many proposals were incomplete and proposed using a more standardized project proposal form to prevent this in the future.

### ICMS Market Research Results

Debra provided new information regarding the \$620,000 proposed upgrade for ICMS. She reminded the EPC that there are no funds for the upgrade (except \$150K from the \$1 M discussed above) and that no bureau has offered to pay the balance. (b) (5)

She also gave an update on the progress of the market research team, which submitted a report and recommended that she move forward to a Request for Information (RFI) from the vendors of collection management systems. Joan Bacharach (NPS) stated that NPS sees a short-term and a long-term component to ICMS. In the short term, NPS and its hundreds of users need ICMS to continue working, and, for the long term, supports the market research solution. Debra replied that she is working with the contracting office on the annual technical support contract. (b) (5)

Debra recommended moving forward with the RFI to help solve the long-term ICMS problem, particularly in terms of cloud-based storage and Web-based access to the system. She would like to involve a technologist to help make good decisions about ICMS. Other comments included:

- Joan reasserted that NPS wants to ensure that the upgrade happens and believed that there is no off-the-shelf collection management system available that doesn't involve some customization. She cited a survey indicating that NPS users are generally happy with ICMS.
- Annie Pardo (IA) commented that (b) (5)
- Emily noted that (b) (5) She suggested that partner repository staff be included in the market research effort.
- Kevin Kilcullen (FWS) added that a broader discussion about effective collaboration is a good idea because these problems are not unique to the DOI. A long-term strategy is needed for ICMS.



- Beth stated that USGS wants a product to carry them into the future. (b) (5)

Debra will discuss the RFI project with Pam Haze. She hopes that those on the market research workgroup will continue due to their interest and experience. The market research report was an impressive work.

**Office of Science and Technology Policy (OSTP) Memo “Improving the Management of and Access to Scientific Collections”**

Terry provided background on the OSTP memo. The 2010 America COMPETES Reauthorization Act included a section that required agencies with Federal scientific collections to take four actions, several of which involved the development of policy for the management and preservation of collections. In response to these actions, the Interagency Work Group on Scientific Collections (IWGSC) crafted guidance to develop policy. Many of the requirements in the OSTP memo were drawn from the IWGSC policy development guidance. Terry noted that the museum policy in 411 DM and the DOI Museum Property Directives should align quite well with the OSTP memo requirements. However, Terry highlighted some potentially problematic requirements:

- (b) (5)
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Debra has asked Fay Iudicello in the Executive Secretariat for PAM to be assigned the lead on the response to the OSTP memo, but has not yet received a response to the request. The idea is to do the response at the Department level so that individual bureaus/offices do not have to. The EPC members agreed to this strategy. Terry said she plans to map 411 DM and Directive policies to the OSTP memo requirements and will consult the IMPC at their June meeting on the mapping and next steps needed. Joan noted that NPS may also map its policies to the OSTP requirements depending on the results of Terry’s effort.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Thursday, September 25, 2014, 10:30 AM-12:00 PM Eastern**  
**Room #4241, Main Interior Building**

Conference Bridge: **Non-Responsive** **Non-Responsive**

**1) OIG Audit Updates**

**2) FY14 and 15 Funding for Cultural and Scientific Collections**

- Discussion of FY14 projects and process
- Probable \$1 M in FY15 – preparations for this funding

**3) ICMS Updates**

**4) Partnerships with the American Alliance of Museums (AAM) and the Society for the Preservation of Natural History Collections (SPNHC)**

**5) Consolidating Museum Collections**

**6) FY 2015 Co-Chair of the Museum Property EPC – next in line is IACB, Meridith Stanton**

**DOI Museum Property Executive Program Committee Meeting**  
**Thursday, September 25, 2014, 10:30 AM - 12:00 PM Eastern**  
**Meeting Notes**

**Attendees:**

BIA—Janet Agin for Annie Pardo (by phone)  
BLM—Ed Roberson, Byron Loosle (in person)  
BR—Lisa Vehmas and Rochelle Bennett for Roseanne Gonzales (by phone)  
FWS—Kevin Kilcullen (by phone)  
IACB— Meredith Stanton (in person)  
NPS— Sande McDermott for Stephanie Toothman (in person)  
OST— Dennis Curtis for Leon Craig (by phone)  
PAM—Debra Sonderman, Terry Childs, Steve Floray (in person)  
USGS—Beth Girardi (in person)

**OIG Audit Updates**

Debra Sonderman (PAM) thanked the bureaus for their work and collaboration in closing four OIG recommendations in FY 2014: inventory at DOI facilities and addressing missing items (#5); consolidating collections (#7); pursuing additional partnerships (#8); and inventory at DOI and non-DOI facilities (#12). In closing these recommendations, Directive 21 “Inventory of Museum Collections” was issued and the DOI Partnership Plan was developed. Eight of the 13 OIG recommendations are now closed.

Two additional recommendations are targeted for closure in the first quarter of FY 2015. The DOI/bureau accessioning and cataloging backlog plan is scheduled to be completed and the related OIG recommendation be closed by the end of November 2014. The new Directive and guidance on the “Facility Checklist for Spaces Housing DOI Museum Property” is scheduled to be completed and the related OIG recommendation be closed by the end of December 2014.

Debra stated that 15 minutes of the recent 90-minute PAM in-briefing for Kristen Sarri, the new Principal Deputy Assistant Secretary for Policy, Management and Budget, were devoted to museum issues. Based on her questions and the overall discussion, Ms. Sarri seems very interested in DOI’s museum needs and advocating for the program.

**FY 2014 and FY 2015 Funding for Cultural and Scientific Collections**

Debra provided a review of the FY 2014 projects and process pertaining to the expenditure of the \$1 million. Approximately \$900,000 was spent to fund: 19 bureau projects; a portion of the ICMS upgrade contract (\$150,000); and 14 academic year and summer internships for six bureaus. The remaining funds are designated for the survey of non-Federal repositories.

Some complications regarding the transfer of project funds to the bureaus were discussed:

- Several bureaus had difficulties in both accepting the funds from DOI and allocating the funds internally once they were transferred from DOI.

- One bureau returned funds for one project; another bureau split the funds for one project into two, in order to fund two projects.
- Several bureaus required indirect cost rate waivers.
- Different bureaus had different deadlines to obligate the funds once they were received.

Debra stated that it appears that the additional \$1 million will occur in FY 2015, as well as in out-years. A portion of these funds will be allocated to hire a GS-12/13 Staff Curator at PAM to focus on working with non-Federal repositories, related policy documents, and partnerships. The remainder of the increase could be used to fund interns and needed bureau projects. A Continuing Resolution could slow down the process, but Lisa Vehmas (BR) suggested that the call for FY15 proposals should start soon. Debra and the rest of the EPC concurred and looked at a deadline of the end of January to submit proposals.

Due to the difficulties in transferring funds to some bureaus, Debra asked if a few large projects should be funded rather than more small projects. Kevin Kilcullen (FWS) stated that the needs are extensive and that projects requiring smaller funding allocations are very important. Debra noted that one possible method to simplify the process from an administrative standpoint is to use cross-servicing whereby personnel from one bureau are authorized to access funds from another bureau's account. This method is used effectively by BSEE and BOEM. Also, Debra will discuss overhead with Denise Flanagan, Director of OS Office of Budget, to see if a DOI-wide method can be developed to calculate overhead based on project funding amount.

Terry Childs (PAM) suggested that a panel of reviewers rate the proposals rather than solely PAM staff. The EPC agreed and the details will be developed by the IMPC.

### ICMS Updates

Debra stated that the vendor (Re:discovery) agreed to (b) (5) [REDACTED] The contract for the first option year has been issued. Re:discovery also agreed to:

- (b) (5) [REDACTED]
- (b) (5) [REDACTED]

Concerning the software upgrade, Re:discovery agreed to a \$350,000 purchase price, based on the original requirements. The upgrade contract was issued on September 15 and funded using DOI, NPS, and BIA monies. The upgrade will be delivered within 120 working days (6 months) from the date of the award (this includes testing).

Debra noted that a Request for Information (RFI) and Analysis of Alternatives for a possible new collection management system will begin soon by the same group who carried out the Market Research work. She asked if the bureaus/offices that participated in the workgroup (BIA, Interior Museum, NPS, and USGS) are willing to have their staff continue through the RFI and if any other bureaus/offices want to join the group. No changes were proposed.

### **Partnerships with the American Alliance of Museums (AAM) and the Society for the Preservation of Natural History Collections (SPNHC)**

Debra stated that PAM is interested in the EPC's views concerning the extent to which PAM staff and the IMPC should be engaged in developing partnerships with professional organizations. Terry noted that PAM staff and the IMPC have met with Gail Silberglied, Vice President of AAM Government Relations & Advocacy, to discuss how to maximize a partnership relationship and what benefits AAM can offer DOI, including:

- Publicity about DOI collections and the upcoming survey of non-Federal repositories.
- Free participation in the Federal Pavilion at the annual AAM meetings.
- Sessions at the 2016 annual meeting in DC that focus on DOI museum collections and our stewardship responsibilities. This will coincide with the NPS Centennial.
- Institutional membership, which the Interior Museum Program recently obtained for its staff and eight National/Chief bureau curators at the Tier 3 level. This membership level provides free online learning, customized research assistance, sample documents, AAM publications, and access to online professional resources.

Another organization that the IMPC is beginning to partner with is SPNHC. The IMPC met with several past presidents of SPNHC and discussed how SPNHC can assist DOI with its collections care needs. SPNHC recently established a Sessional Committee on Federal Collections and wants DOI participation on it to provide direction on:

- Developing best practices for the care of Federal collections.
- Establishing terms and conditions for repository agreements.
- Communicating with SPNHC membership on activities such as the survey of non-Federal repositories.

SPNHC is also asking for a DOI session at their annual meeting in Gainesville, Florida next spring. Initial discussions on session content focused on an overview of DOI bureaus' collections; the mission and museum activities of those bureaus; the laws and regulations that guide DOI's activities; and a question and answer component. Travel to conferences is a key issue.

Kevin emphasized the advantages of the AAM partnership due to the capacity issues of the bureaus; it is a strategic relationship. He noted that many of the non-bureau facilities that house DOI collections are AAM members and stressed the communication, outreach, and advocacy capabilities of AAM. Lisa expressed her support for both partnerships as did Ed Robeson and Byron Loosle (BLM), Meredith Stanton (IACB), and others. Debra asked if there are other organizations that DOI should partner with. None immediately came to mind.

### **Consolidating Museum Collections**

Kevin noted that consolidating museum collections fits within the larger issue of facilities consolidation and stated that FWS is interested in partnering with other bureaus for joint use of the museum repository at the D.C. Booth Historic National Fish Hatchery and Archives. The facility is located in Spearfish, South Dakota, one hour north of Rapid City. Any bureaus that are interested should contact Kevin for additional information. Meredith expressed interest.

Debra observed that OMB has a pilot project to dispose under-utilized and unutilized Federal facilities. Currently, 1500 of those 7500 civilian facilities are DOI so there are pressures from OMB and Congress to speed up DOI's "Freeze the Footprint" initiative. DOI's FY 2015 and FY 2016 budget requests include funding for bureau efforts to facilitate moves to smaller quarters. At the same time, there is the need to move as many Federal operations as possible from leased facilities into Federally-owned facilities. A possible source of assistance available to bureaus interested in relocating from leased space to Federal facilities is GSA. GSA has a \$100 million fund to renovate Federal buildings with over 20,000 SF of space to accommodate the relocating agency.

Debra noted that storage space may be severely compromised when moving to smaller spaces, including space that is needed for housing museum collections. A strategic issue for the EPC is to leverage interest in consolidation with our interest in better housing of our museum collections. For example, the new effort to consolidate space at the Federal Center in Denver might be an opportunity to find needed space for DOI museum collections. Debra also noted the recent cooperative effort between the Interior Museum and NPS to consolidate the Interior Museum's collections at the NPS museum facility in Maryland.

#### **FY 2015 Co-Chair of the Museum Property EPC**

Debra thanked Beth Girardi (USGS) for her year of service as FY 2014 EPC Co-Chair. She then welcomed Meridith Stanton (IACB) as the FY 2015 Co-Chair.

#### **BLM's Operation Cerberus (not on the original agenda)**

Ed mentioned the recent article in the *Los Angeles Times* concerning BLM's Cerberus program and the biases presented in the article <<http://graphics.latimes.com/utah-sting>>. This undercover operation was directed against individuals looting archeological collections from public lands and Indian reservations, as well as those involved in the illegal buying and selling of looted objects. While BLM is working to properly manage and potentially repatriate the Cerberus objects, often the voices of the impacted tribes are not being heard in support of these activities. For example, in a current repatriation case, the tribe has requested no public notice. Ed asked if there might be a way to get additional information out to the public about these crimes and Federal involvement in the care of the objects while still respecting Tribal privacy concerns. Debra thought BIA might be of assistance, particularly in relation to the Presidential and Secretarial initiatives with Native Americans that might benefit from a cultural heritage perspective. She added that if DOI could work with Tribes to establish an appropriate approach, this could be an excellent avenue to provide constructive information to the public about ARPA and DOI's collection stewardship and protection responsibilities.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Monday, December 15, 2014, 10:00 AM-11:30 PM Eastern**  
**Room #4241, Main Interior Building**  
**Conference Bridge: Non-Responsive Non-Responsive**

- **Review and Approval of DOI Museum Property Directive 14, *Facility Checklist for Spaces Housing DOI Museum Property*** (see attachment to meeting invitation)
  
- **Collections Consolidation - Fort Vancouver National Historical Site for a possible multi-bureau curation facility** (see attachment to meeting invitation)
  
- **FY15 Funding for Cultural and Scientific Collections**
  
- **ICMS Update**
  
- **Google Cultural Institute Agreement** (see attachment to meeting invitation)
  
- **Discussion of Recommendations in FY13 DOI Museum Property Management Summary Report** (see attachment to meeting invitation for Executive Summary; URL to full report: <http://www.doi.gov/museum/upload/FY-2013-DOI-Museum-Property-Annual-Report-fnl.pdf>)
  - Increase Funding
  - Improve Oversight at Non-Bureau Facilities
  - Address Deferred Maintenance
  - Address Deferred Object Conservation
  - Address Backlog
  - Address Collections Growth
  - Increase Staffing Levels
  - Enhance Collaboration and Resource-Sharing DOI-wide
  
- **Upcoming agenda item for next EPC meeting**
  - DOI/bureau accessioning and cataloging backlog plan
  
- **REMINDER – FY14 Bureau Museum Property Management Summary Reports are due on December 31st**

**DOI Museum Property Executive Program Committee Meeting**  
**Monday, December 15, 2014, 10:00 AM - 11:30 AM Eastern**  
**Meeting Notes**

**Attendees:**

BIA—Annie Pardo (by phone)  
BLM—Shelley Smith, Emily Palus for Ed Roberson (in person)  
BR—Lisa Vehmas for Roseann Gonzales (by phone)  
BSEE—John Godfrey for Scott Mabry (by phone)  
DAS BFPA—Olivia Ferriter (in person)  
FWS—Kevin Kilcullen (by phone)  
IACB—Meredith Stanton (in person)  
IM—Diana Ziegler for Ben Milakofsky (in person)  
NPS—Stephanie Toothman (in person)  
PAM—Debra Sonderman, Ed Awni, Terry Childs, Steve Floray (in person)  
USGS—Beth Girardi (by phone)

**Review and Approval of DOI Museum Property Directive 14, *Facility Checklist for Spaces Housing DOI Museum Property***

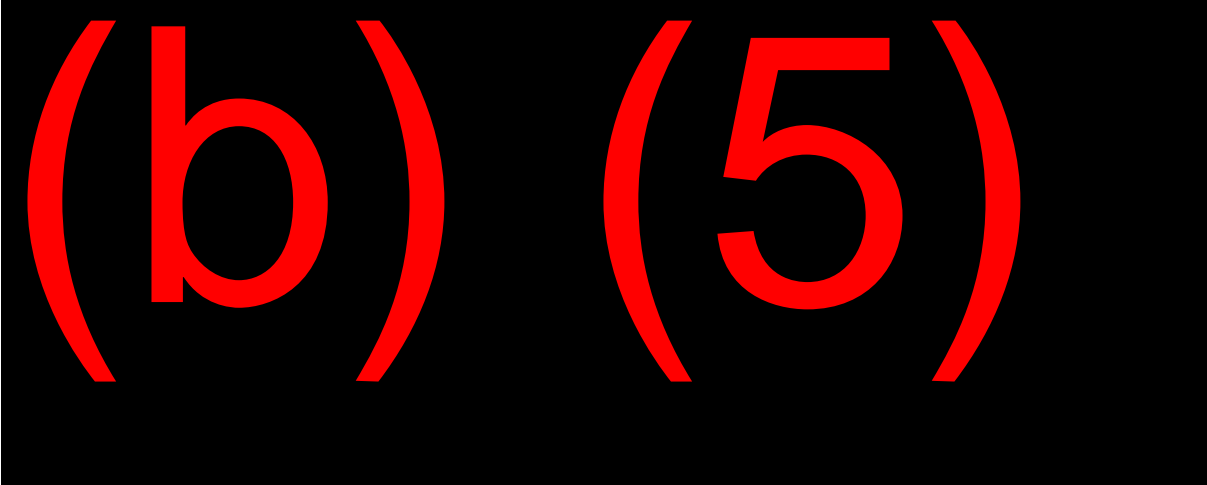
Debra Sonderman (PAM) stated that this Directive, which revises the Museum Facility Checklist (Checklist) that has been in place for over 10 years, has been drafted and is ready for EPC review and approval. The revision of this Directive is an action item that is needed to close OIG recommendation #13 as soon as possible. The Checklist, in 411 DM and the DOI Museum Property Directives, focuses on ensuring compliance with professional standards for environmental controls, emergency management, fire, security, and housekeeping in museum storage, exhibit, and administrative office spaces. Compliance with these standards demonstrates the degree to which DOI museum collections are preserved and protected in a facility, and is used to identify and cost estimate deficiencies. All facilities that house DOI collections, both bureau and non-bureau, must be evaluated at least once every 5 years using the Checklist. The principal changes include:

- A 0-4 scale for scoring each element, which provides a more accurate representation of the findings and reflects incremental progress. The current Checklist is Yes/No.
- Comments have always been encouraged, but are required in the new Checklist for any element that receives a score of less than 4.

To assist in the implementation of the new Checklist, the Directive will be accompanied by an in-depth Guidance document that will be online and can be updated as needed. DOI Learn training also is being developed. PAM will present the Checklist to the Asset Management Team this week to make them aware of the program and to optimize collaboration with facilities management. Ed Awni (PAM) noted that some Checklist elements are already included in the bureau facility condition assessment system and could be leveraged to minimize work for curators in the field. The concept is to collaborate and take advantage of available facility management expertise.



Stephanie Toothman (NPS) stated that her staff at the Washington Office (WASO) Museum Management Program (MMP) has a number of concerns about the new Checklist:

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Emily Palus (BLM) noted that BLM has three bureau facilities, 155 non-bureau facilities, and mostly collateral-duty staff responsible for museum collections. BLM has reviewed the new Checklist and finds that it is an improvement over the current Checklist. BLM finds the “Comments” field to be especially helpful in their dialogues with their non-bureau partners.

Annie Pardo (BIA) stated that she used the new Checklist to assess a number of BIA and non-BIA facilities in 2014. She found it to be a major improvement over the current Checklist since many of the current Checklist questions were not relevant. The comments fields are very useful and are used to develop site reports. The flexibility of the new Checklist is valued.

Lisa Vehmas (BR), John Godfrey (BSEE), and Kevin Kilcullen (FWS) all voiced support for the new Checklist. Kevin liked the “more nuanced” scoring capacity, rather than Yes/No. He added that a roll-out period will be needed. FWS can change to the new Checklist by the end of FY16.

Ed stated that since a number of Checklist elements are related to facility management issues, collaboration between curatorial and FM staffs concerning common issues will lessen the burden.

Stephanie added that she has been charged by NPS Director Jarvis to update the NPS Museum Storage Plan. Debra stated that bureaus may find data from the new Checklist to be helpful with consolidation efforts, especially in light of “Freeze the Footprint” becoming “Reduce the Footprint.” Both PAM and GSA have some funding available for certain consolidation activities.

Concerns were expressed about implementing the new Checklist. The Guidance document states that the bureaus must use the revised Checklist within five years of the date a facility was last evaluated. Since NPS updates the Checklist every year, this will give the NPS five years to make the transition. A proposal to have FY 2015 as a year for testing and training with full implementation to begin in FY 2016 was agreed to in principle. Debra did not ask for a vote to

approve Directive 14 and the new Checklist, and asked the membership to send her any further comments on implementation. She will develop a statement on implementation, which she will email to the membership along with a call for an electronic vote on the Directive in January.

### **Collections Consolidation at Fort Vancouver**

Stephanie provided an overview of a proposal to develop a multi-unit DOI curation facility at Fort Vancouver National Historic Site (FOVA). There are a number of advantages to a DOI curation center at this park:

- Excellent curatorial staff in place with experience in NAGPRA consultation and reburial.
- Emphasis on public access to collections.
- Located in metropolitan Portland, OR, and close to Seattle, WA.
- FOVA carried out some preliminary facility scoping for a proposed Washington Department of Transportation and Federal Highways project that was not funded.

Several bureaus have notified their regions about this opportunity. The need to consolidate collections in other regions, such as Colorado, was also discussed. Bureaus interested in consolidating collections at FOVA should contact Stephanie for additional information.

### **FY15 Funding for Cultural and Scientific Collections**

Debra noted that the Request for Proposals and the project application form were distributed to the EPC and IMPC on December 4. Also, she has the authority to designate a maximum DOI-wide 3% indirect cost rate for RSAs between PAM and the bureaus. Each proposal must include the 3% in the project budget as explained in the Request for Proposals. Debra plans to speak at a Bureau Budget Officers meeting to notify them of this 3% rate and gain their acceptance.

At the last EPC meeting, no high priority needs for the FY15 funds were offered. Three ideas have arisen since then for EPC consideration:

- **Revision of the Checklist module in ICMS:** PAM asked for an estimated cost for this addition. ICMS contractor Re:discovery Software Inc. (RSI) will have an estimate prepared in January. Annie agreed that updating the Checklist module would be very helpful. Ed proposed waiting until after the Asset Management Team has been briefed on the new Checklist. Lisa noted that BR curatorial and FM staffs already collaborate on the Checklist. The EPC agreed to consider this proposal after RSI provides DOI with their cost estimate.
- **\$40,000 for FOVA Predesign:** The EPC was asked to consider allocating approximately \$40,000 for Fort Vancouver to contract with an architect/engineering firm for pre-design services (development of alternatives, conceptual design, cost estimates, and a report). This work will allow the NPS to refine the business plan for constructing, operating, and maintaining a DOI-wide curation facility. It would demonstrate DOI support for a bureau consolidation initiative. There was general EPC support for this project.
- **DOI-wide Workforce Planning Study:** Debra proposed funding a study to determine how to improve and sustain responsible workforce management, capacities, and performance for

DOI museum collections preservation, documentation, and accessibility. The annual DOI museum summary report documents the need for increased staffing at the bureaus to minimize risks to DOI museum collection, including those at non-bureau facilities. The Talent Management team in DOI Human Resources has offered to help. The potential cost is unknown. Olivia Ferriter (DAS BFPA) reported on how a changed emphasis on workforce skills resulted from such a study at USGS. Lisa noted that workforce planning is conducted on a bureau-wide basis at BR. Kevin stated that FWS developed a Cultural Resources workforce plan and wondered what the other bureaus have established. The EPC agreed to consider funding a DOI-wide Workforce Planning Study once it is known what individual bureaus are doing on this front.

Another proposed use of the FY2015 funding was for NCPE internships. There was general EPC support for this idea.

### **ICMS Update**

The ICMS upgrade is progressing ahead of schedule with delivery in late February or early March instead of March 15, 2015. There is a need to plan for testing the upgrade during the 30-day evaluation period, including where to host the upgrade. Seven bureaus have agreed to assist in the evaluation. EPC members are encouraged to provide ICMS Program Manager Jeff Indeck ([jeffrey\\_indeck@nps.gov](mailto:jeffrey_indeck@nps.gov); (202) 354-2008) with the name of a bureau IT contact in order to facilitate installation of the upgrade for testing. Debra also noted that the Request for Information and Analysis of Alternatives for a collection management system will begin soon.

### **Google Cultural Institute (GCI) Agreement**

A DOI-wide agreement was signed in November to allow all bureaus/offices to post high resolution photos of museum objects on the Google Cultural Institute (GCI) website. This will increase public access to and knowledge about the diversity of DOI museum objects. The Interior Museum and NPS are currently developing protocols for posting photographs of their collections on the GCI website, which they will share with the other bureaus. Kevin encouraged investigation of how multiple bureaus can do this together to leverage resources.

### **Discussion of Recommendations in FY13 DOI Museum Property Management Report**

Debra asked the membership to send her an email about what recommendations in the FY13 report the EPC should focus on in future meetings.

### **Upcoming Agenda Item for Next EPC meeting**

The DOI/bureau accessioning and cataloging backlog plan has been delayed due to other pressing tasks. It is the final action item to close the related OIG recommendation #3.

### **FY14 Bureau Museum Property Management Summary Reports**

The FY14 Bureau reports are due to PAM on December 31, 2014.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Monday, March 23, 201, 1:00 PM-2:30 PM Eastern**  
**Room #4241, Conference Bridge: Non-Responsive Non-Responsive**

- **FY15 Bureau Project Proposals and Funding Decisions** (Two spreadsheets to be sent prior to the meeting)
  - REQUEST FOR VOTE
  
- **DOI – wide Accessioning and Cataloging Backlog Plan** (Draft to be sent prior to meeting)
  - REQUEST FOR VOTE
  
- **MOA with Army Corps of Engineers for collections work** (Final draft to be sent prior to meeting)
  
  
  
  
  
  
  
  
  
  
- **ICMS Update**
  
  
  
  
  
  
  
  
  
  
- **OMB Request for Approval of Programmatic Information Collection from Non-Federal Repositories**
  
  
  
  
  
  
  
  
  
  
- **Status of Directive #14, Facility Checklist for Spaces Housing DOI Museum Property**

**DOI Museum Property Executive Program Committee Meeting**  
**Monday, March 23, 2015, 10:00 AM - 11:30 AM Eastern**  
**Meeting Notes**

**Attendees:**

BIA—Annie Pardo (in person)  
BLM—Shelley Smith, Emily Palus for Ed Roberson (in person)  
BR—Rochelle Bennett for Roseann Gonzales (by phone)  
BSEE—John Godfrey for Scott Mabry (by phone)  
FWS—Kevin Kilcullen (in person)  
IACB—Meredith Stanton (in person)  
IM—Diana Ziegler for Ben Milakofsky (in person)  
NPS—Stephanie Toothman (in person)  
PAM—Debra Sonderman, Ed Awni, Terry Childs, Steve Floray, Stephanie Ballard (in person)  
USGS—Jose Aragon, Beth Girardi (by phone)

**FY15 Bureau Project Proposals and Funding Decisions**

Debra Sonderman (PAM) stated that PAM received 35 proposals for a total of \$1.32 million from BIA (6); BLM (16); BR (1); FWS (5); IACB (1); IM (2); NPS (1); and USGS (3). Each proposal was evaluated and scored according to the program criteria. There were 7 evaluators; 3 reviewed each proposal. No evaluator read proposals from their own bureau. They had 2 weeks to do the review. Each evaluator could assign a score up to 100 points per proposal, so the maximum score a proposal could receive was 300 points.

- After scoring, the proposals were sorted by total score to determine those to be funded.
- The evaluators provided useful comments on all proposals. The comments will be sent to the bureau National Curator for distribution to the appropriate people to help with both the current projects and future proposal writing.

PAM proposed a total cap of \$750,000 (noted in the spreadsheet previously provided). This amount will fund 21 proposals with a score of 200 or more. Debra congratulated the Interior Museum (IM) for finalizing a repository agreement with the NPS Museum Resource Center (MRCE) in Maryland to consolidate their collections at MRCE. She also noted that IM's proposal for compact shelving at the NPS facility is being funded through a separate process. Remaining funds from the \$1 million provided will be used for:

- Salary of new Staff Curator responsible for working with non-Federal repositories and partnerships (partial in FY 15).
- Approximately \$100K for FY 16 student internships.
- \$45,000 for the NPS pre-design proposal for a new multi-bureau curation facility at Fort Vancouver NHP, which should be funded separately from the other projects since it is unique in focusing on the Administration's priority of consolidation.

Kevin Kilcullen (FWS) asked if the \$1 million increase was added to the base; Debra said yes. He then proposed that multi-year projects be considered in future years. Terry Childs (PAM) added

that there is an increase of an additional \$1 million in the President's FY16 request. Also, the Interagency Working Group on Scientific Collections will be working on a FY17 Office of Science and Technology Policy/OMB budget statement on funding and staffing to support scientific collections operations and accessibility that DOI and its bureaus can cite for new funding requests. Emily Palus (BLM) emphasized that the DOI Budget Office needs to include this language in its budget guidance to the bureaus this spring.

Debra emphasized the following conditions on the funded projects, as applicable:

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The funds will be sent out through IAAs subject to the conditions above. PAM prefers to develop one IAA per bureau, as in FY 2014. Debra then asked if anyone objected to moving forward on the recommended projects and conditions. No one objected.

#### **DOI-wide Accessioning and Cataloging Backlog Plan**

The DOI-wide plan is based on the six individual bureau plans developed late last summer for BIA, BLM, BR, FWS, IM, and NPS. The bureau plans are appendices to the DOI plan. The DOI plan does not provide a timeline with tasks and costs, as the bureau plans are too varied and most bureaus do not have identified funding to address the backlogs (BR and NPS have identified some funding sources). Stephanie noted that NPS is developing a new accessions approval process to minimize future backlog. Emily added that bureaus likely will find additional backlogs, especially at non-Federal repositories. Debra agreed and thought the EPC may need to revisit the plan in five years.

Discussion ensued on how the DOI-wide data can be used, other than to close the related OIG recommendation. Ed Awni (PAM) noted the importance of illustrating how DOI's collections are relevant to the American public. Debra added it can be used to raise awareness with current leadership and that she will be briefing DAS BFPA Olivia Ferriter on this initiative in light of funding needs. Olivia is extremely interested in DOI collections; both she and Kris Sarri (PDAS PMB) want DOI to interact directly with Congress to inform them of needs such as this.

The DOI Backlog Plan was approved by the EPC, and PAM staff will work to close the related OIG recommendation.

#### **MOA with Army Corps of Engineers for Collections Work**

The final draft of the MOA (previously sent to EPC) is with the Corps for final solicitor review and then signature. Once approved, the MOA can be used by all bureaus and PAM for projects with the Corps over the next five years. Each bureau that wants to work with the Corps on a

project will write an IAA and provide the funding. PAM intends to use the Corps to conduct the survey of non-Federal repositories to find DOI collections. Debra said that she plans to sign for the Department, including the bureaus. She asked for EPC concurrence, which was given. Debra will also send a memo to the bureaus on how to use the MOA, once it is final.

### **ICMS Update**

Testing of the ICMS upgrade is currently underway and Debra thanked all of the bureaus for their assistance. The draft RFI has been completed, and Debra thanked the RFI workgroup for their efforts.

### **OMB Request for Approval of Programmatic Information Collection from Non-Federal Repositories**

The information collection request (ICR) seeks OMB approval to ask non-Federal repositories for information about DOI collections that DOI currently lacks. The ICR covers five components: accession records; catalog records; inventory; facility checklist; and survey of non-Federal repositories to find DOI collections. The 30-day *Federal Register* notice closed on March 5th. OMB and PAM received 21 comments, mostly from museums with large biological collections. The primary concerns were:

- The burden estimates are too low for a “required” response -- many repositories thought that the ICR is a proposed rule or other requirement. The ICR is entirely voluntary. DOI does not expect a repository to receive all five components of information collection in a year.
- A wall-to-wall inventory is to be required, which is a burden. DOI is not asking for a 100% inventory; most inventory requests are random samples and will be voluntary.
- Ownership of Collections: Repositories are concerned that: 1) DOI will be claiming ownership of some biological collections; and 2) it is a major burden to determine if the collections they house came from DOI lands, especially with boundary changes and mixed ownership of lands. DOI’s response is that DOI’s primary focus of the ICR is finding DOI archaeological and paleontological collections and other collections collected under a permit for accountability purposes. The repository’s response is voluntary.

PAM expects OMB to approve the information collection request by the end of March. PAM is writing a summary of the comments for OMB and a response to each major concern. This response emphasizes that any information collected will be provided on a voluntary basis.

### **Status of Directive #14, Facility Checklist for Spaces Housing DOI Museum Property**

Debra stated that she has been discussing the Checklist with NPS, which asked for a 30-day testing period. PAM staff are working on improving the associated guidance document based on many excellent comments provided by bureau staff. Debra proposed to sign the Directive with two effective dates: 1) Phase 1 will coincide with the signing of the Directive, and state that bureaus may begin to use the Directive, including testing; and 2) Phase 2 will begin on October 1, 2015 and require mandatory implementation by all bureaus/offices. Debra added that if revisions are made to the Directive during FY15, based on testing, a new version of the Directive will be issued. The EPC approved the phased implementation approach.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Tuesday, October 6, 2015, 1:00 PM-2:30 PM Eastern**  
**Room #4241, Conference Bridge: Non-Responsive Non-Responsive**

- **FY16 Cultural and Scientific Collections Funding**
  - Competitive project funding program, including priority project foci and schedule
  - Other anticipated funding needs in FY16
  
- **FY16 EPC Co-chair**
  
  
  
- **Non-Federal Repository Closures, Layoffs, and Annual Fees**
  - Repositories where problems currently exist, including Arizona State Museum
  - Identification of short-term solutions for current situations
  - Discussion of long-term solutions as these situations occur and potentially increase in number



**DOI Museum Property Executive Program Committee Meeting**  
**Tuesday, October 6, 2015, 1:00 PM-2:30 PM Eastern**  
**Meeting Notes**

**Attendees:**

BIA—Annie Pardo for Faline Haven (in person)  
BLM—Byron Loosle, Emily Palus for Mike Tupper (in person)  
BR—Lisa Vehmas, Rochelle Bennett for Roseann Gonzales (by phone)  
BSEE—John Godfrey for Scott Mabry (by phone)  
FWS—Kevin Kilcullen (by phone)  
IACB—Meredith Stanton, Conor McMahon (by phone)  
IM—Diana Ziegler for Ben Milakofsky (in person)  
NPS—Ron Wilson for Stephanie Toothman (in person)  
PAM—Debra Sonderman, Terry Childs, Steve Flory, Elizabeth Varner (in person); Ann Marie Pippin (by phone)  
OST – David Pradt for Leon Craig (by phone)  
USGS—Jose Aragon, Beth Girardi (by phone)

**ICMS**

EPC members received a memo on the status of the ICMS upgrade prior to the meeting. Most bureaus are making good progress on ICMS implementation, which must be completed by Dec. 31, 2015. Let Debra Sonderman, ICMS System Owner, or Jeff Indeck, ICMS Project Manager, know of any problems.

**New PAM Staff Curator**

New staff curator, Elizabeth Varner, was introduced. Elizabeth's job focuses on working with non-Federal repositories and partnerships with professional organizations.

**FY16 Cultural and Scientific Collections Funding**

It is expected that the \$1 million funding for cultural and scientific collections will continue in FY 2016. It is unknown whether the \$2 million in the FY 2016 President's budget will be appropriated. Debra Sonderman asked if the EPC wanted to proceed with the competitive funding project proposals before the final appropriation amount was known, and the EPC agreed to proceed with the competitive funding project proposals as soon as possible.

Debra requested feedback on any problems with FY 2015 projects and funding priorities in FY 2016. While the process ran better than it did in FY 2014, FWS, USGS, Reclamation, BIA, and BLM had various challenges with transferring and obligating the funds, and developing contracts in a timely manner. BLM requested that consideration be given to starting the FY 2017 call for proposals in the spring of 2016 in order to coincide with bureau FY 2017 budget and project planning and to reduce staff workload.

In regard to priority project objectives for the FY 2016 funding, Terry Childs noted the need to focus some attention on the accessioning and cataloging backlog based on the DOI plan that was recently submitted to the OIG. Prior to the meeting, PAM staff sent an email to the EPC requesting that each bureau prioritize project objectives. The assembled spreadsheet of bureau/office votes for their top three project priorities revealed a full range of priorities. The EPC decided that all of the objectives are important and should be retained; that there is significant variation between bureaus and offices in their funding priorities; and individual FY 2016 project proposals should attempt to address multiple priorities, if possible. Debra asked if any objectives were missing. None were noted. She also noted that

it might be possible to have a second round of proposal submissions in the summer of 2016 depending on the FY 2016 appropriation.

While discussing the schedule for the FY 2016 competitive funding program, there was concern that the proposed submission date for project proposals, December 1, would strain the bureau staff who also work on the museum property annual report, which is due at the end of December, and other PAM-based museum projects. It was decided that the due date for project proposals will be January 15, 2016. The draft Call for Proposals will go out the week of October 12 for review by the EPC, and the final version will be sent shortly thereafter. PAM staff will conduct a webinar on writing a good proposal, using a model proposal that was developed following the FY 2015 round of proposals. Also, Terry requested volunteers, including curators in bureau units, to help review proposals in January-February 2016.

Most of FY 2014 projects should be completed by now. The final reports are due within three months of project completion. Debra thanked BIA and BLM for the reports they have submitted.

#### **FY16 EPC Co-chair**

Debra thanked Meredith Stanton, IACB, for her past services as Co-Chair. She announced that the Co-Chair for FY 2016 is BIA. Debra looks forward to working with Faline Haven, Associate Deputy Bureau Director, Office of Trust Services at BIA and Annie Pardo, BIA Museum Program Manager.

#### **Non-Federal Repository Closures, Layoffs, and Annual Fees**

Debra noted multiple issues at non-Federal repositories. Illinois State Museum (ISM) closed its doors to the public on September 30. ISM houses FWS and NPS collections and is a partner with NPS in a research collaboration at Mammoth Cave. Arizona State Museum (ASM) has laid off twelve employees, raised overall curation fees, and sent invoices to BIA, BLM, BOR, FWS, and NPS officials about instigating annual fees for bulk Federal archaeological collections. San Bernardino County Museum (SBCM) laid off one employee, one employee retired, and the Director left for unknown reasons. Annie Pardo conducted a site visit at SBCM in September and believes the BIA, BLM, Reclamation, and NPS collections are not at risk. Other repositories are charging annual fees or plan to do so. Museum closures, layoffs, and new fees are unpredictable since they relate to the fiscal health of larger institutions such as state governments. Bureaus have no reliable funding mechanism to pay these fees. Also, many repositories are not accepting new collections and are asking for support to rehabilitate existing collections.

The EPC needs to identify short-term and long-term strategies and solutions because it is likely these situations will increase. Debra requested that there be united action in which all impacted bureaus participate. (b) (5)

A discussion of the situation at ASM followed. Members were unhappy about the invoices for annual fees. The typical one-time fees for most BLM projects are paid for by the project proponent and there is no more funding once a project ends. Annual fees could mean significant changes in collecting during archaeological projects. (b) (5)

(b) (5)

Short-term actions that were discussed included: (b) (5)

(b) (5)

A discussion of long-term solutions was tabled for the next meeting.

**AGENDA**  
**DOI Museum Property Executive Program Committee Meeting**  
**Thursday, January 14, 2015, 2:30 PM-4:00 PM Eastern**  
**Room #4241, Conference Bridge: Non-Responsive Non-Responsive**

- **Review and Approval of DOI Museum Property Directive #20, *Cataloging Museum Collections*** (see related attachment)
  - Request for vote to approve the Directive
  
- **FY16 Cultural and Scientific Collections funding**
  
- **Possible opportunity for a DOI-wide collections repository at the Denver Federal Center** (see related Powerpoint by Ken Casey, Project Manager for the DFC Consolidation Effort; Rochelle Bennett, Reclamation National Curator/NAGPRA Coordinator)
  - Request for vote on whether to pursue this opportunity
  
- **UPDATE: Interior Collection Management System (ICMS)**
  
- **UPDATE: Arizona State Museum (ASM)** (see related attachment)
  
- **DISCUSSION: Possible long-term funding solutions for DOI collections in non-Federal repositories** (see related attachment)

**DOI Museum Property Executive Program Committee Meeting**  
**Tuesday, January 14, 2016, 2:30-4:00 PM Eastern**  
**Meeting Notes**

**Attendees:**

BIA— Faline Haven, Annie Pardo (in person)  
BLM—Byron Loosle for Mike Tupper (in person)  
Reclamation—Lisa Vehmas, Rochelle Bennett for Roseann Gonzales (by phone)  
BSEE—John Godfrey for Scott Mabry (by phone)  
FWS—Kevin Kilcullen (by phone)  
IACB—Meredith Stanton, Conor McMahon (by phone)  
IM—Tracy Baetz for Ben Milakofsky (in person)  
NPS—Stephanie Stephens for Stephanie Toothman (in person)  
PAM—Debra Sonderman, Terry Childs, Steve Flory, Elizabeth Varner (in person); Ken Casey (by phone)  
PMB—Olivia Ferriter (in person)  
OST—David Pradt for Leon Craig (by phone)  
USGS— Beth Girardi for Jose Aragon (by phone)

**DOI Museum Property Directive #20, *Cataloging Museum Collections***

Debra Sonderman (PAM) thanked the Directives Work Group for their efforts in drafting Directive #20, *Cataloging Museum Collections*. It is one of many Directives needed to meet OIG Recommendation #2 on policy revision and compliance. Debra asked if the EPC had any comments. Stephanie Stephens (NPS) noted that the Directive necessitates a digital image migration strategy that requires planning and ongoing procedures. Terry Childs (PAM) noted that data migration is an industry standard that the government should already be following, and Debra noted that a migration strategy for ICMS should be added to the upcoming Request for Information. Debra called for a vote to approve DOI Museum Property Directive #20. The EPC voiced no objections and approved the Directive.

**FY16 Cultural and Scientific Collections Funding**

PAM received \$1 million of the \$2 million requested in the FY16 President's Budget, and has asked for \$2 million in FY17. Olivia Ferriter (PMB) remarked that the Office of Management and Budget (OMB) was impressed with the bureaus' results from previous funding. Terry thanked the bureaus for their reports that PAM used to request and justify additional funding. Olivia emphasized the importance of being able to cite measureable improvements to OMB.

PAM staff completed three webinars for 35 people to help bureaus write good applications for FY16 project funding. Collection project proposals are due on January 15, 2016. PAM staff are aware of at least 27 proposals from three bureaus. Terry had asked the IMPC to help find volunteers to review proposals. Three people will review each proposal. Evaluators will not read proposals from their own bureaus. The review process should be completed by the end of February. The EPC agreed to approve the list of awardees at the next EPC meeting in late February or early March.

The EPC discussed how to spend the remaining \$850,000 of the \$1 million that PAM received in the FY16 President's Budget. Spending opportunities include bureau projects, internships, the Checklist module in ICMS, and developing a renovation cost proposal for a DOI-wide collections repository at the Denver Federal Center. PAM funded 14 interns for six bureaus in FY14 (\$112,000) and 16 interns for six bureaus (\$130,000) in FY15. Terry noted that this trend indicates more interns will apply for funding for FY16. The EPC decided that setting FY16 funding for interns would be difficult before determining other

potential projects to pursue. Debra suggested capping the intern funding at \$150,000. The EPC agreed that Terry can go back to the EPC via email if this cap needs to be changed. The EPC decided to wait until the March EPC meeting for other budget decisions.

### **DOI-wide Collections Repository at the Denver Federal Center (DFC)**

Ken Casey (PAM), Project Manager for the DFC Consolidation Effort, has been investigating the possibility of a DOI-wide repository at the DFC with the assistance of Rochelle Bennett, Reclamation's National Curator/NAGPRA Coordinator located in Denver. Ken noted that consolidation at DFC initially looks feasible. Ken gave a PowerPoint presentation on the space.

The intent of having a repository at DFC is to consolidate bureau collections in Colorado and nearby states and allow for future growth. Having a DOI-wide repository would allow for better storage and preservation, increased oversight, and improved research capabilities. The proposed repository at DFC is similar in concept to NPS's Western Archeological and Conservation Center (Tucson, AZ) and NPS's National Capital Region Museum Resource Center (Landover, MD).

Ken has had initial discussions with GSA, Region 8. Ken, Rochelle, Greg McDonald (NPS Senior Natural History Curator, soon to be a BLM Regional Paleontologist), and several GSA staff toured two bays in Building 810. GSA is assembling a team to determine if Building 810 is suitable/modifiable to serve as a repository. The next steps are to assess the bureaus' interest; determine potential repository contents (e.g., archaeology and paleontology); begin discussions with GSA's space team; and determine costs for the renovation.

Debra asked: (1) if bureaus are interested in pursuing a repository at DFC; (2) what type of collections should be the focus of consolidation (e.g., archaeology, paleontology;) and (3) whether to spend some of the \$1 million for an engineering study on one of the spaces. Kevin Kilcullen (FWS) asked for more details, such as the costs to maintain the space and a narrative that provides a description of the space and design options before FWS could commit. Stephanie noted the need for a risk assessment of the facility, particularly as it relates to factors associated with climate change.

### **Update: ICMS**

The ICMS upgrade is almost complete. Debra asked if there were any issues with the upgrade and none were mentioned.

Debra has hired Jim Hanley (PAM contractor) to develop and execute the Request for Information (RFI) for a new, modernized ICMS. All previous work will be utilized. Debra requested bureau/office volunteers to help rework the RFI and develop a business case. The group will meet every two weeks on average. EPC members are to notify Terry of an appropriate person within two weeks. PAM has requested (b) (5) for FY18 for a new, modernized ICMS. Bureaus will continue to cover operating costs until new funding is appropriated and a new system is in place.

### **Updated: Arizona State Museum (ASM)**

Debra sent a letter to Patrick Lyons, ASM Director, dated December 1, 2015, noting the concerns of the EPC to understand the basis of the ASM annual fees and noting that the fees will not be paid until those concerns are resolved. ASM has not yet responded.

Debra asked the bureaus what, if anything, they have done with ASM since the invoices were sent out in early October. Terry noted that Reclamation has formally requested that ASM return the one remaining

collection housed at AMS so it can be consolidated at Arizona State University. Annie Pardo (BIA) noted that she had been in contact with Dr. Lyons in regard to preexisting contracts. He told her that he was sorry for the tone of the invoices, to disregard the invoices, and he has replaced the bureaus' point of contact. BIA, FWS, Reclamation, and BLM said they have not paid the invoices.

**Possible Long-term Funding Solutions for DOI Collections in Non-Federal Repositories**

Debra asked if the EPC should make collections space part of the long-term funding strategy. Options discussed include: (b) (5)

[Redacted]

Byron Loosle (BLM) noted that politicians and others want museum collections to stay close to the location from where they were excavated even when there is no money to care for these collections. He also stated that it was important to change the current business model where 85% of the collections are generated by non-bureau parties, but the bureau is expected to care for them. Discussion ensued. Debra noted that it is not an option to stop issuing permits.

A major inhibitor to funding collections projects in non-Federal repositories is the high indirect cost rates that are sometimes over 50%. (b) (5)

[Redacted]

Olivia and Debra have determined that DOI has the authority to provide grants directly to non-Federal repositories for collections projects that could reduce workload to transfer funding and be beneficial for projects involving collections from more than one bureau.