

DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
NATIONAL CAPITAL REGIONAL OFFICE MUSEUM COLLECTION

Scope of Collection Statements

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I. INTRODUCTION

A. Executive Summary

The National Capital Region (NCR) provides administrative support for the park units of the National Park Service (NPS) in the greater Washington D.C. area including parts of Maryland, Virginia, and West Virginia. The origins of the park areas of the capital city and its environs can be traced back to founding of the Washington D.C. in 1790. Since this time, multiple federal commissions and entities undertook planning and development efforts for the Washington, D.C. park areas. Following the signing of *Executive Order 6166* on June 10, 1933, the predecessor agency of the NCR— National Capital Parks (NCP) was established on June 4, 1934. The NCP administrative unit designation went through a series of reorganizations and name changes until October 21, 1976 when the office for the NPS capital area parks was designated as the NCR.

The National Capital Region Office (NCRO) museum collection is comprised of a cultural collection featuring subgroups for historical and archival materials; and a natural history collection with a subgroup for geological specimens. Currently, the NCRO museum collection does not have archeological or ethnological sub components as part of its cultural collection, nor does it have a natural history collection with sub components for biological or paleontological specimens; however, future research or projects permitted on NCR owned property may result in the generation of such collections. The NCRO museum collection is stored at the NCR Museum Resource Center (MRCE) in Landover, Maryland. As a whole, the NCRO museum collection continues to grow through routine operations, ongoing projects and research, and to a lesser extent through active collecting and donations.

For additional information on the NCRO museum collection, please contact:

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B. Purpose of the Scope of Collection Statement

This Scope of Collection Statement (SOCS) defines the scope of present and future museum collection holdings of the NCRO that contribute directly to the understanding and interpretation of the region's purpose, themes, and resources, as well as those objects that the National Park Service is legally mandated to preserve. It is designed to ensure that the museum collection is clearly relevant to the region.

C. Legislation Related to the National Park Service Museum Collections

The NPS's legal mandate for acquiring and preserving museum collections is contained in the Antiquities Act of 1906 (54 USC 320301-320303); the Organic Act of 1916 (54 USC 100101(a) et seq.); the Historic Sites Act of 1935 (54 USC 320101); the Management of Museum Properties Act of 1955, as amended (54 USC 102501-102504); the Reservoir Salvage Act of 1960, as amended (16 USC 469-469c); the National Historic Preservation Act of 1966, as amended (54 USC 300101 et seq.); the Archeological and Historic Preservation Act of 1974, as amended (54 USC 312501-312508); the Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm); and the National Parks Omnibus Management Act of 1998 (54 USC 100701 et seq.).

D. History, Significance, Purpose, Themes, and Goals

1. History

The origins of the Washington, D.C. area park system can be traced back to the establishment of the city of District of Columbia on July 16, 1790¹. This legislation authorized President George Washington to appoint Commissioners for the District of Columbia to secure a permanent seat of government for the United States. President Washington also selected Pierre Charles L'Enfant to design and plan the new capital city. L'Enfant's initial plan which included park areas was completed in 1791 and was mapped the following year. Due to a dispute, L'Enfant was relieved of his duties and surveyor Andrew Ellicott was engaged to see the planning effort forward².

During the early years of the capital city between 1790 and 1867, the first land reservations which eventually would become some of the park areas of Washington, D.C. were acquired.³ The Commissioners for the District of Columbia overseeing the development of the capital city and its parks was abolished on May 1, 1802⁴ and the duties were transferred to a Superintendent of the City of Washington. Later on April 29, 1816, the office of the Superintendent too was abolished⁵ and the duties were assumed by the Commissioner of Public Buildings. Supervision and appellate

¹ Pub. L. No.1-Sess. II Ch. 28, 1 Stat. 130.

² *L'Enfant-McMillan Plan of Washington, D.C.* Historic American Buildings Survey No. DC-668. p. 6.

³ Heine, Cornelius. *A History of National Capital Parks*. United States Department of the Interior. National Park Service. National Capital Parks: Washington, D.C., 1953. p. 9.

⁴ Pub. L. No.7-Sess. I Ch. 41, 2 Stat. 175.

⁵ Pub. L. No. 14-Sess. I, Ch. 149, 150, 3 Stat. 324.

powers over the Commissioner of Public Buildings and the national capital's park areas transferred to the Department of the Interior (DOI) on March 3, 1849⁶.

A second planning effort to develop the parks of Washington, D.C. began on July 8, 1851 when President Millard Fillmore appointed prominent landscape gardener, Andrew Jackson Downing, to create a new plan for the landscape of the National Mall. Downing continued in the role until July 28, 1852. The Office of the Commissioner of Public Buildings was abolished on March 2, 1867⁷. As a result, the Chief Engineer of the United States Army was delegated the duties and oversight of the national capital's park areas.⁸ The Chief Engineer appointed the Officer in charge of Public Buildings and Grounds⁹ to assume the responsibilities. On July 1, 1898, the parks of Washington, D.C. were placed under the exclusive charge and control of the Chief of Engineers of the United States Army¹⁰.

The 100th anniversary of the founding of Washington, D.C. prompted the formation of the Senate Park Commission to develop a comprehensive plan for the development of the monumental core and parks of the capital city. Led by Senator James McMillan, *The McMillan Commission*, as it was popularly called, included: architect, Daniel H. Burnham; landscape architect, Frederick Law Olmstead, Jr.; architect, Charles F. McKim; and sculptor, Augustus Saint Gaudens.¹¹ In 1902, The Senate Park Commission produced *The McMillan Plan*¹², the first major manifestation of the City Beautiful movement in the United States, which made recommendations to follow the general intent of L'Enfant's plan for the national capital's parks from 1791.

Several other commissions furthered the development of Washington, D.C. park areas leading up to, and running through the first quarter of the twentieth century. These include: the Rock Creek Park Commission (1890¹³); the Commission of Fine Arts (1910¹⁴); the Lincoln Memorial Commission (1911¹⁵); the Rock Creek and Potomac Parkway Commission (1913¹⁶); the Arlington Memorial Bridge Commission (1913¹⁷), and the National Capital Park Commission (1924¹⁸).

⁶ Pub. L. No. 13- Sess. II, Ch. 108, 9 Stat. 396.

⁷ Pub. L. No. 39- Sess. II, Ch. 167, 14 Stat. 466.

⁸ Heine, Cornelius. *A History of National Capital Parks*. United States Department of the Interior. National Park Service. National Capital Parks: Washington, D.C., 1953. p. 10.

⁹ Ibid.

¹⁰ Pub. L. No. 55- Sess. II Ch. 543, 30 Stat. 570.

¹¹ Heine, Cornelius. *A History of National Capital Parks*. United States Department of the Interior. National Park Service. National Capital Parks: Washington, D.C., 1953. p. 21.

¹² Fifty-Seventh Congress, First Session, Senate Report No 166. *The Improvement of the Park System of the District of Columbia. Report of the Senate Committee on the District of Columbia. Report of the Park Commission*. Washington, D.C.: Government Printing Office, 1902.

¹³ Pub. L. No. 55- Sess. I, Ch. 1001, 26 Stat. 492.

¹⁴ Pub. L. No. 61-181, 36 Stat. 371.

¹⁵ Pub. L. No. 61-346, 36 Stat. 898.

¹⁶ Pub. L. No. 62- Sess. III, Ch. 147, 37 Stat. 885.

¹⁷ Pub. L. No. 62-432, 37 Stat. 885.

¹⁸ Pub. L. No 68-202, 43 Stat. 463.

On August 25, 1916, President Woodrow Wilson signed the Organic Act¹⁹ creating the National Park Service in the DOI. This was followed by the consolidation of the office of Public Buildings and Grounds and the office of the Superintendent of the State, War, and Navy Department Buildings on February 26, 1925²⁰ into the office of Public Buildings and Public Parks of the National Capital (PBPPNC). With the signing of *Executive Order 6166* on June 10, 1933, the offices of the PBPPNC and the NPS were consolidated into the office of National Parks, Buildings, and Reservations (NPBR) under the DOI²¹. The NPBR later was renamed to the National Park Service on March 2, 1934²².

A NPS unit known as National Capital Parks (NCP) representing the park areas of Washington, D.C. and its environs was recognized in legislation on June 4, 1934²³ and appears on NPS organizational charts starting on December 6, 1934²⁴. NCP leadership included Superintendents: Frank T. Gartside (August 20, 1933, acting); C. Marshall Finnan (October 9, 1933- July 31, 1939); Frank T. Gartside (August 1, 1939, acting); Edmund B. Rogers (February 1, 1940, acting); Francis F. Gillen (April 18, 1940, acting); Irvin C. Root (January 2, 1941- July 1, 1950); Edward J. Kelly (July 1, 1950- May 1, 1958); Harry T. Thompson (May 1, 1958- February 25, 1961); and T. Sutton Jett (March 15, 1961- January 22, 1962). As part of the NPS "Mission 66" program to improve park conditions and facilities, construction of a Park Operations Building (the NCR Headquarters Building) began in 1962 on the west bank of East Potomac Park in Washington, D.C. The building designed by Chief of the National Capital Office of Design and Construction, William M. Haussmann, was built by Victor R. Beauchamp Associates, Inc. in a style later referred to as "Park Service Modern".

On January 22, 1962, NCP was renamed Region VI Office. T. Sutton Jett went on to serve as Regional Director of the Region VI Office from January 22, 1962 through July 10, 1962. On July 10, 1962, Region VI Office was renamed National Capital Region (NCR). The next year, the final inspection of the NCR Headquarters Building took place on August 2, 1963, followed by its dedication ceremony on November 14, 1963. Shortly after on May 15, 1964, the contract for the building's walks and parking areas, the north side terrace, and the lily pond and fountains were awarded to J.O. & C.M. Stuart, Inc. who substantially completed the work by the end of 1964. NCR was divided into a regional office component for oversight and management, and several administrative park subunits in 1965. Of these subunits, National Capital Parks-Central (NCPC)²⁵ was established and assigned line authority jurisdiction for most of the NPS property in central Washington, D.C. along the monumental core of the National Mall including East Potomac Park and the NCR Headquarters Building. Jett continued to serve as Regional Director of NCR until January 13, 1968; he was succeeded by I. J. Castro (January 14, 1968- September 25, 1969), and Russell E. Dickenson (September 26, 1969- January 10, 1970, acting). In 1969, a wing following

¹⁹ Pub. L. No. 64-235, 39 Stat. 535.

²⁰ Pub. L. No. 68-478, 43 Stat. 983.

²¹ Pub. L. No. 72-428, 47 Stat. 1517.

²² Pub. L. No. 73-109, 48 Stat. 389.

²³ Pub. L. No. 73-285, 48 Stat. 874.

²⁴ Olsen, Russ. *Administrative History: Organizational Structures of the National Park Service 1917 to 1985*. Washington, D.C.: Government Printing Office, 1985. p. 53.

²⁵ NCPC officially was changed to National Mall and Memorial Parks (NAMA) in 2005.

Hausmann's design which included training rooms and a cafeteria was added to the NCR Headquarters Building by L. J. Robinson Company, Inc. with R.B. Phelps Stone Company providing the limestone detailing.

The name of the NCR reverted to NCP on December 5, 1969. Under the NCP designation, leadership of the office included: Russell E. Dickenson, General Superintendent (January 11, 1970- September 4, 1971); Russell E. Dickenson, Director (September 5, 1971- July 13, 1973); and Manus J. Fish, Director (November 11, 1973- October 20, 1976).

On October 21, 1976, the NCP name reverted to NCR. Regional Directors of the NCR since include: Manus J. Fish (October 21, 1976- September 3, 1988); Ronald M. Wyre (September 4, 1988- December 17, 1988, acting); Robert G. Stanton (December 18, 1988- January 3, 1997); Terry R. Carlstrom (January 4, 1997- January 3, 2005); Joseph M. Lawler (January 4, 2005- August 2, 2008); Margaret "Peggy" O'Dell (October 22, 2008- January 30, 2011); Stephen E. Whitesell (June 19, 2011- May 30, 2014); and Robert "Bob" Vogel (December 14, 2014- June 23, 2018).

Currently the NCR comprises approximately 37 NPS units totaling more than 87,000 acres of land that are used annually by more than 61 million visitors. NCR parks include national monuments and memorials, parkways, natural and recreational areas, Civil War and civil rights sites, and urban and community parks. The region includes diverse natural resources of the Potomac and Anacostia River watersheds, historic properties dating from the early years of the country's history, and archeological sites containing remnants of native cultures preceding European settlement.

2. Significance

Statements of significance for NCRO museum collection are as follows:

- The historic plan of Washington, District of Columbia--the nation's capital-- designed by Pierre L 'Enfant in 1791 as the site of the Federal City, represents the sole American example of a comprehensive baroque city plan with a coordinated system of radiating avenues, parks and vistas laid over an orthogonal system.
- In 1902, The Senate Park Commission produced *The McMillan Plan*, the first major manifestation of the City Beautiful movement in the United States, which examined L'Enfant's original design and made recommendations to follow L'Enfant's general intent.
- The NCR supports NPS units and programs in the greater Washington D.C. area including parts of Maryland, Virginia, West Virginia, and the District of Columbia.

3. Purpose

The purpose of the NCR is as follows:

The NCR supports Washington, D.C. area national parks and programs under the leadership of the regional Director. NCR park Superintendents and its associate regional directors all report to the Regional Director. The NCR office operations support the region's parks in the fulfillment of the National Park Service's mission "to preserve unimpaired the natural and cultural resources

and values of the National Park System for the enjoyment, education, and inspiration of this and future generations. The NPS cooperates with partners to extend the benefits of natural and cultural resource conservation and to provide outdoor recreation throughout this country and the world.”

4. Themes

The following themes related to the region and its operational offices and divisions have been identified for the NCRO museum collection:

- **History of the NCR.** The NCR supports approximately 37 NPS units totaling more than 87,000 acres of land in the greater Washington D.C. area including parts of Maryland, Virginia, West Virginia, and the District of Columbia that are used annually by more than 61 million visitors. Predecessors of NCRO have existed as long as the federal government has managed Washington, D.C. public lands beginning with the L’Enfant and McMillan Plans.
- **Region-Wide Initiatives.** Thematic studies that encompass multiple parks and inform or represent conditions across the entire region.
- **Office of the Regional Director.** The Regional Director represents the National Capital Region to the Director of the National Park Service, manages park Superintendents and directorate staff, ensures compliance with laws and policies, and provides parks and programs with strategic resources to achieve the agency's mission.
- **Communications.** The Office of Communications supports park and program public affairs, media, and digital communications strategy and messaging.
- **Lands and Planning.** Lands and Planning is responsible for land acquisition, leasing, park planning, environmental compliance, and GIS. The directorate is also responsible for congressional and intergovernmental relations, and manages the development of new memorials in Washington, D.C.
- **Protection Operations.** The Office of Operations provides policy and program guidance, manages project funds and agreements, and implements service-wide programs and initiatives. Among its duties, the office oversees emergency services, commercial services, fee management, safety and health, and infrastructure.
- **Partnerships, Youth, and Community Engagement.** The Office of Partnerships, Youth and Community Engagement manages funds and agreements, implements programs and initiatives, and provides guidance to parks and programs to establish and grow strong partnerships and community relations.
- **Resource Stewardship and Science.** The Office of Resource Stewardship and Science manages and oversees the development of resource management programs through collaboration and coordination of professional staff, scientific and scholarly research, and by providing subject matter expertise, technical assistance, and analysis and evaluation on a

comprehensive range of resource management programs and issues including biology, ecology, archeology, history, and historic preservation.

- **Workforce and Technology.** The division of Workforce and Technology includes the functions of Acquisition, Budget and Finance, Equal Employment Opportunity, Human Resources, Information Technology, Inspections and Evaluations, Office Services and Property/Fleet Management. Services include advising managers and field staff and interpreting laws, regulations, and policies.

5. Goals

NCR curatorial staff have identified the following goals to guide the NCRO museum collection:

- Support the NCR's resource management, interpretive program themes, and objectives.
- Identify, inventory, and assess NCR's cultural and natural resources to form a basis for implementing management strategies.
- Document and protect NCR's cultural and natural resources, and related administrative and facility management activities to preserve the integrity and diversity of these resources for present and future generations.
- Provide information to the public through traditional means such as exhibits, publications and interpretive programs or new technology including electronic access through web sites, online databases, and emerging communication methods.
- Support scientific research through documentation, preservation, and access.

E. Laws, Regulations, and Conventions Related to Museum Collections

It is the responsibility of the NCR to preserve and protect the cultural and natural resources that might be impacted through park related projects. Archeological materials, except inalienable and communal property (as defined by the Native American Graves Protection and Repatriation Act of 1990 [25 USC 3001-13]), recovered from within the NPS boundaries through systematic collection are NPS property, and must be retained by the NPS in accordance with 43 CFR 7.13 and *NPS Management Policies* (2006).

In accordance with the NPS Research Permit and Reporting System (RPRS), permits to collect natural resource specimens state that retained specimens remain Federal property from the park unit in which it was collected and will be incorporated into the park unit's museum collection. As stated in 36 CFR 2.5, any natural history specimen collection permits issued by a NPS park unit require the following conditions: specimens placed in displays or collections will bear official NPS museum labels and their catalog numbers will be registered in the NPS National Catalog; and specimens and data derived from consumed specimens will be made available to the public and reports and publications resulting from a research specimen collection permit must be kept on file as part of the museum collection. NCR staff are required to obtain a permit from each applicable NPS park prior to collecting any natural resource specimens at the park. The NCR does not issue RPRS permits.

When collecting of natural history specimens has been approved by a permit, any natural history collections generated or collected by NCRO staff remain Federal property of the park unit from which the natural history collections were collected. In these cases, all natural history collections generated and copies of the associated resource management records must be delivered to the NPS unit from where the permit was issued so that the materials can be accessioned and managed as part of that NPS unit's museum collection. Original resource management records generated or created by NCRO staff in part of administering to regional natural resource programs are accessioned and managed under the *Resource Management Records of NCRO* collection.

In addition to legislation related to NPS museum collections, the NCR is also subject to Service-wide NPS policies and guidelines. *NPS Management Policies* (2006) lays the foundation by which the NPS meets its responsibilities toward museum collections and provides policy standards and requirements for preserving, protecting, documenting, and providing access to, and use of NPS museum collections. *Director's Order #28: NPS Cultural Resources Management* (1998) states, "The National Park Service permits and encourages the acquisition of museum objects by donation, purchase, exchange, transfer, field collecting, or loan when these objects are clearly significant to an area." *Director's Order #24: NPS Museum Collections Management* (2008) and the accompanying *NPS Museum Handbook I-II* (1998-2006) ensure that NPS museum collection managers and staff have information on NPS standards and actions to successfully and ethically comply with *NPS Management Policies* (2006) regarding museum collections. These documents also provide a means of measuring and evaluating progress in preserving, protecting, documenting, accessing, and using museum collections. *Director's Order #12: Conservation Planning, Environmental Impact Analysis, and Decision-making* (2011) and the accompanying handbook create a method which the NCR is to follow for projects. The NCR is to follow the decision-making process laid out in *Director's Order #12* which includes impact analysis for museum collections.

NCR staff are required to obtain a Permit for Archeological Investigations under the Archaeological Resources Protection Act (ARPA) of 1979, the Antiquities Act of 1906, or both, from each applicable NPS park prior to collecting any archeological artifacts or biofacts. In cases where archeological collections are generated, the collections and copies of the associated resource management records must be delivered to the NPS unit from where the permit was issued so that the materials can be accessioned and managed as part of that NPS unit's museum collection. Original resource management records generated or created by NCR staff in part of administering to the regional archeological program are accessioned and managed under the *Resource Management Records of NCRO* collection.

Other laws, regulations, directives, and conventions, pertinent to the NCRO museum collections include: *Curation of Federally-owned and Administered Archeological Collections* (36 CFR Part 79, Section 79.10(c)), the Endangered Species Act of 1973, as amended (16 USC 1531 - 1543); the Bald Eagle Protection Act of 1940 (16 USC 668a); the Migratory Bird Treaty Act of 1918 (16 USC 703 - 711); the American Indian Religious Freedom Act of 1978 (42 USC 1996); *Disposition of Federal Records* (36 CFR Part 1228); Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109); NPS Special Directive 87-3, the 1983 Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES); and the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97-446 in 1983, 19 USC 2601). As of

December 19, 2014, several of the commonly known laws specific to the NPS mentioned above may have been realigned under Title 54 of the U.S. Code (54 USC).

F. Structures, Landmarks and Park Resources Listed on National or International Registries

The NCRO does not have any structures, landmarks, or park resources under its direct jurisdiction that are on national or international registries.

The NCR Headquarters Building located at 1100 Ohio Drive SW in Washington, D.C. is within the boundaries of the East and West Potomac Parks Historic District, which was recognized by the National Register of Historic Places (NRHP) on November 30, 1973 as NRHP 73000217. While the NCR manages the NCR Headquarters Building, this property is under the direct line authority jurisdiction of the National Mall and Memorial Parks (NAMA). A draft NRHP nomination for the NCR Headquarters Building is pending final approval.

II. TYPES OF COLLECTIONS

The legal mandates, resource management goals and objectives, and interpretive themes stated in this SOCS provide general direction for acquiring materials for the NCRO museum collection. NPS museum collections are divided into two main categories: cultural (archeology, ethnology, history, and archives) and natural (biology, geology, and paleontology.) The guidelines identified in the following sections for each sub category are intended to direct collecting and to prevent arbitrary and excessive growth of the NCRO museum collection, while ensuring that the collection remains relevant to the region's mission and purpose.

As stated in *Section IV* of the *NPS Museum Handbook* (2000), reproductions which are acquired for exhibition purposes are managed as part of the museum collection until it is determined that they have reached the end of their useful life. Original objects and reproductions acquired exclusively for living history and reference library materials are managed separately from the NCRO museum collection. NPS policies and procedures followed for library materials are outlined in *Director's Order #28: Cultural Resources Management Guideline, Section A. Chapter 2* (1998).

A. Cultural Collection

The NCRO cultural collection functions to support the region's mission, resource management programs, scientific research, interpretation and education through providing preservation and baseline data of regional cultural resources. Additionally, it is meant to document changes these resources are undergoing because of internal conditions and external effects, and to guarantee the protection of important cultural resources whose in-situ preservation cannot be assured.

To ensure that only relevant materials are accessioned into the NCRO cultural collection, future growth is restricted to those that fulfill the following:

- Needs identified in the region's approved planning documents and resource studies.
- Service-wide initiatives.

- Enhancing the understanding of and promoting increased stewardship of the region's cultural resources.
- Cultural resource baselines, inventorying, and monitoring activities.
- Regulatory and compliance activities such as those mandated by the National Historic Preservation Act of 1966, as amended, the Archeological Resources Protection Act of 1979, and the National Environmental Policy Act of 1970.

The NCRO cultural collection is subdivided into four disciplines: archeology, ethnology, history and archives. Cultural collections from the region, or those directly associated with persons or events commemorated by the region are more desirable than similar materials without primary association. The NCRO cultural collection currently is composed of historical and archival sub categories. Neither archeological nor ethnological sub categories have been developed.

The NCRO cultural collection is stored at the MRCE in Landover, Maryland.

The following identifies, by discipline, the focuses of the NCRO cultural collection:

1. Archeology Collection

The NCRO museum collection does not have an archeological collection subcomponent. Since the NCR does not have any real estate directly under its line authority jurisdiction, when collecting of archeological materials at a NCR park has been approved by a Permit for Archeological Investigations under the Archaeological Resources Protection Act (ARPA) of 1979, the Antiquities Act of 1906, or both, any archeological collections generated or collected by NCRO staff remain Federal property of the park unit from which the artifacts or biofacts were collected. In these cases, all archeological collections generated and copies of the associated resource management records must be delivered to the NPS unit from where the permit was issued so that the materials can be accessioned and managed as part of that NPS unit's museum collection. Original resource management records generated or created by NCRO staff in part of administering to the NCR archeological program are accessioned and managed under the *Resource Management Records of NCRO* collection.

2. Ethnology Collection

At present, the NCRO museum collection does not include ethnological materials. Should the collection of ethnographical materials begin at NCR, this sub collection will include:

- a. **Future Collections Activity.** Future collecting activity in this area will concentrate on the acquisition of outstanding examples of ethnological materials noted in NCR approved planning documents which are currently not represented in the collection.

3. History Collection

The history collection is an important component of the interpretive and resource management programs that support the NCR mission and purpose. Priority for acquisition is given to documented region-related objects. When a large quantity of an object is available, priority is given to acquiring the best preserved example.

The following categories have been identified as sub categories for the NCRO history collection:

- a. History of the NCR.** This sub category of collecting includes objects and artifacts that illustrate the history and development of the NCR and its predecessor federal entities, including the Department of the Interior and the U.S. Army Department of Public Buildings and Grounds. NPS administrative designations of the NCR include: NCP (June 4, 1934- January 22, 1962); Region VI Office (January 22, 1962- July 10, 1962); NCR (July 10, 1962- December 5, 1969); NCP (December 5, 1969- October 21, 1976); and NCR (October 21, 1976- Present).
- b. Artwork.** Items contributing to this sub category include historic paintings, drawings, or other artistic works commissioned or acquired for the NCRO museum collection. In addition to any artwork collected, copyright and use permissions are to be obtained.
- c. Commemorative Events.** This sub category consists of objects and artifacts from important/ significant current or commemorative events administered by the NCR.
- d. Future Collections Activity.** Future collecting activity will concentrate on the acquisition of outstanding examples of historical objects noted in the region's approved planning documents which are not represented in the collection.

4. Archive Collection

Archival collections consist of all types of documents, regardless of format. Documents may be in hardcopy (paper) or any kind of magnetic, electronic, digital, or film technology. Materials may include documents; manuscripts; drawings; field notes; films; laboratory reports; maps; oral histories; blueprints; photographic negatives' prints, and slides; reports; and audio and video tapes that document the park's development, history, and/or mission. Carbon copies, photocopies, and other duplicates may be regarded as original documents depending on specific circumstances.

NPS policy and procedures for archival collections are outlined in *NPS Management Policies* (2006), *Director's Order #11D: Records and Electronic Information Management* (2012), the *Museum Handbook, Part II, Appendix D: Archives and Manuscript Collections* (2008), and the *NPS Records Disposition Schedule* (2010).

The following categories are sub categories of the NCRO archival collection:

- a. History of the NCR.** Archival collection materials in this sub category include documentary artifacts that illustrate the history and development of the NCR and its predecessor federal entities, including the Department of the Interior and the U.S. Army Department of Public

Buildings and Grounds. NPS administrative designations of the NCR include: NCP (June 4, 1934- January 22, 1962); Region VI Office (January 22, 1962- July 10, 1962); NCR (July 10, 1962- December 5, 1969); NCP (December 5, 1969- October 21, 1976); and NCR (October 21, 1976- Present).

- b. Resource Management Records of NCRO.** This subgroup of collecting includes archival materials that document the regional management activities of the NCRO (and its NPS predecessor administrative designations) starting on June 4, 1934 through the present. These include documentary artifacts that illustrate management of park superintendencies and directorates, compliance with laws and policies, and the use of resources to achieve park and program goals in line with the agency's mission.
- c. Rare Books.** Books retained for their physical properties, associative value, or for purposes of exhibition or historic furnishing plans, are managed as part of the region's museum collection.
- d. Commemorative Events.** This sub category focuses on collecting archival materials from important/ significant current or commemorative events administered by the NCR.
- e. Future Collections Activity.** Current and future archive collection materials are managed in accordance with *Director's Order #11D: Records and Electronic Information Management* (2012) and the *NPS Records Disposition Schedule* (2010). The NCR Records Management Committee examines all park files before they are transferred to the National Archives and Records Administration, the NCRO museum collection, or disposed of, to ensure the retention of important official records in the region.

B. Natural History Collection

The NCRO museum collection does not have a natural history (biology, geology, or paleontology) subcomponent. Since the NCR does not have any real estate directly under its line authority jurisdiction, when collecting of natural history specimens has been approved by a permit from a NCR park following the procedures and guidelines of the NPS Research Permit and Reporting System (RPRS), any natural history collections generated or collected by NCRO staff remain Federal property of the park unit from which the natural history collections were collected. In these cases, all natural history collections generated and copies of the associated resource management records must be delivered to the NPS unit from where the permit was issued so that the materials can be accessioned and managed as part of that NPS unit's museum collection. Original resource management records generated or created by NCRO staff in part of administering to regional natural resource programs are accessioned and managed under the *Resource Management Records of NCRO* collection.

III. MUSEUM COLLECTIONS SUBJECT TO THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT OF 1990

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 USC 3001-13), requires, in addition to other actions, a written summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony by November 16, 1995.

The NCR has determined that no collections within the region's museum collection fall within the scope of the NAGPRA categories. Acquisition of such objects by the region is not anticipated.

IV. ACQUISITIONS

The NCRO museum collection continues to acquire objects that relate to the NCRO through donation, purchase, exchange, transfer, field collection, research, and loan. Acquisition of museum objects is governed by the region's ability to manage and preserve materials according to *NPS Management Policies, Chapter 5* (2006), the standards for managing museum objects in *Director's Order #28: Cultural Resources Management Guideline* (1998); *Special Directive 80-1 Guidance for Meeting NPS Preservation and Protection Standards for Museum Collections* (1990); and the *NPS Museum Handbook I-II* (1998-2006). In accordance with NPS policy, the NCR will discourage donations with limiting conditions. Museum objects must be acquired, accessioned, and cataloged in accordance with the *NPS Museum Handbook, Part II* (2000). In accordance with *Director's Order #44: Personal Property Management, Chapter 10* (2008), all proposals for the acquisition of firearms and ammunition, except archeological field collections, must be reviewed and approved by the Regional Curator. Acquisition of firearms included on the ATF list of prohibited and restricted weapons requires concurrent review by the Regional Curator and Regional Law Enforcement Specialist.

The Regional Director, by delegation, represents the Director of the National Park Service and the Secretary of the Interior in accepting title to, and responsibility for, all museum objects. The Regional Director bears the ultimate responsibility for the acquisition, proper care, and management of the region's museum collection. The Regional Director has delegated the day-to-day care of the collection to Regional Curator.

All permanent acquisitions must receive formal approval from the Regional Director before they can be accepted into the museum collection. Upon receipt, all newly acquired objects and related documentation must be turned over to the Regional Curator. The Regional Curator prepares, for the Regional Director's signature, all instruments of conveyance, and letters of thanks, acceptance, or rejection, and transmits them as appropriate to the donor, lender, vendor, or other sources of acquisition.

V. USES OF THE COLLECTION

The NCRO museum collection may be used for exhibits, interpretive programs, research, and other interpretive media such as publications based on museum objects. The governing consideration on

the use of museum objects is the conservation of each object in question and of the region's collection as a whole.

In accordance with *NPS Management Policies, Chapter 7* (2006), the region will not exhibit Native American disinterred skeletal or mummified human remains, or photographs or replicas. There will be no display of grave goods or other objects if culturally associated Native Americans object to such an exhibit.

Any and all uses of materials from the NCRO museum collection will be consistent with the preservation standards set out in *Director's Order #28: Guideline for Cultural Resources Management* (1998). Any consumptive or destructive use of museum objects will comply with the requirements and restrictions on such use detailed in *Director's Order #6: Guideline for Interpretation and Visitor Services* (2005), and *Director's Order #24: NPS Museum Collections Management* (2008).

To fulfill the principal purposes of the NCR, the objects in the museum collection may be used for exhibits, research, and interpretive programs under the following conditions:

- All exhibits or displays containing museum objects must have proper security and appropriate environmental controls to ensure their long term preservation.
- Objects will be available for research purposes consistent with the preservation of the collection, subject to the guidelines outlined in *Director's Order #28* (1998) and *Director's Order #24* (2008). No use of the museum collection will be permitted without NCR curatorial staff present. Prior arrangements must be made to examine museum collection materials. Non-NPS researchers who wish to use the collection must complete an application form, which will be reviewed by NCR curatorial staff.
- Museum objects will not be used in interpretive demonstrations. Exhibits may be incorporated into programs through organized tours or other non-consumptive techniques.
- Requests for consumptive analysis or testing of museum materials will comply with restrictions and procedures outlined in *Director's Order #28* (1998).
- Objects may be loaned to qualified institutions for exhibition or research use. No loans are made to individuals. Institutions must meet NPS museum standards for security, handling, and exhibition of museum objects. Sensitive materials may require additional conditions prior to a loan commitment. Expenses related to the loan of museum collection objects, including shipping and insurance, will be assumed by the borrower.

VI. RESTRICTIONS

Restrictions in addition to those applying to the use of the museum collection outlined in *Section IV: Acquisitions* of this SOCS are as follows:

In accordance with *NPS Management Policies* (2006), 7.5.6. *Consultation* and 5.3.5.5 *Museum Collections*, and *Directors Order #24: NPS Museum Collections Management* (2008), curatorial staff should consult with traditionally associated peoples and other cultural and community groups for whom the collection has significance. Items in the museum collection shall be made available to persons for use in religious rituals or spiritual activities in accordance with *Curation of Federally-owned and Administered Archeological Collections* (36 CFR Part 79, Section 79.10(c)). Requests to borrow non-archeological material for religious ritual or spiritual activities will be addressed on a case-by-case basis. The NCR will not approve research on human remains and associated funerary objects without the consent of the affected group(s).

In accordance with the National Historic Preservation Act of 1966, as amended (16 USC 470 et seq.), the Archeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm), the National Parks Omnibus Management Act of 1998 (16 USC 5937), and *NPS Management Policies* (2006) 4.1.2. *Natural Resource Information* and 5.2.3 *Confidentiality*, the NCR may withhold from the public sensitive information concerning: rare, threatened, or endangered species; commercially valuable resources; minerals; paleontological resources; archeological and other cultural resources; objects of cultural patrimony and sensitive ethnographic information; information provided by individuals who wish the information to remain confidential; the identities of individuals who wish to remain anonymous. Inquiries of this nature will be referred to the regional Freedom of Information Act and Privacy Act Officer for consultation and possible review.

Restrictions may be placed on the publication of images or manuscripts in the museum or archives collection if these materials are subject to copyright, and the NPS does not hold the copyright. Endangered, threatened, or rare plants and vertebrate and invertebrate animals will be collected by NPS staff only when accidentally killed or dead from natural causes. The collection of threatened, endangered, or rare plant and animal species will comply with *NPS Management Policies* (2006), be in accordance with the provisions of the Endangered Species Act of 1973, as amended, and will be strictly limited according to the applicable rules of the U.S. Fish and Wildlife Service.

Final disposition of type specimens will be determined at the Service-wide level and will adhere to recognized conventions established for specific disciplines.

The NCR will not knowingly be a partner to or encourage in any way the trafficking in illicitly collected materials.

VII. MANAGEMENT ACTIONS

The following management actions are required to maintain and improve the NCRO museum collection:

- Review this Scope of Collection Statement every five years, and revise, when necessary, so that it remains supportive of, and consistent with, any changes in the region's mission. Any revision to this document requires the approval of the Regional Director.
- Establish a Collections Advisory Committee or an equivalent to provide an interdisciplinary perspective for expanding the NCRO museum collection acquisition process and executing proper deaccession standards per *Director's Order #24: NPS Museum Collections Management*.
- Accessioned items that do not meet the criteria established in this Scope of Collection Statement should be reviewed by the NCRO Collection Advisory Committee and the Regional Director to determine in accordance with the policies and procedures in the *NPS Museum Handbook, Part II: Museum Records, Chapter 6: Deaccessioning* (2000) and *Director's Order 24: Museum Collections Management* (2008) if the accession (or part of) may be deaccessioned.
- Working with the National Capital Region records' managers, develop a Records Management Schedule tailored to the specific needs of NCRO. This schedule must include timelines for future accretions into the existing Resource Management Records. Implement the Records Management Schedule to facilitate the accretion of Resource Management Records into the NCRO museum collection.