DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
HARPERS FERRY NATIONAL HISTORICAL PARK

Scope of Collection Statement

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Contents

I. INTRODUCTION 1
A. Executive Summary 1
B. Purpose of Scope of Collection Statement 1
C. Legislation Related to National Park Service Museum Collections 1
D. Park History, Significance, Mission, Purpose, and Themes 2
1. Park History 2
2. Park Significance 3
3. Purpose of Collections 4
4. Interpretive Themes 4
5. Goals 5
E. Legal Mandates 5
F. Structures, Landmarks, and Other Park Resources Listed on National Registries 6
II. TYPES OF COLLECTIONS 7
A. Cultural Collections 7
1. Archeology 8
2. Ethnology 9
3. Archival and Manuscript Collection 9
4. History 11
B. Natural History Collections 15
1. Biology 16
2. Geology 17
3. Paleontology 18
III. MUSEUM COLLECTIONS SUBJECT TO NAGPRA 18
IV. ACQUISITIONS 19
V. USES OF COLLECTIONS 19
VI. RESTRICTIONS ON COLLECTIONS 20
VII. MANAGEMENT ACTIONS 21
APPENDIX A: RESOURCE MANAGEMENT HIERARCHY 22
Hierarchy (October 29, 2019) 22
APPENDIX B: PROCESSING PLAN FOR THE RMC 25
OVERVIEW OF CURRENT STATE 25
ARRANGEMENT 25
PROCESSING LEVEL and other DESCRIPTION and MPLP issues 26
WORK SUMMARY 26
DURATION 26
SUPPLIES 26
PRESERVATION 26
STORAGE 26

I. INTRODUCTION

A. Executive Summary

Harpers Ferry National Monument was authorized by Congress in 1944 (Public Law [PL] 78-386). The name was changed to Harpers Ferry National Historical Park (HAFE) in 1963. Today, the national historical park contains 3,745 acres, primarily in West Virginia, with additional lands in Maryland and Virginia.

HAFE's (the Park) museum collection includes both cultural and natural collections. The cultural collection includes active sub collections for archeological historical, and archival materials. HAFE's natural history collection contains the following biological sub categories: Flora; Mammals; Birds; Reptiles and Amphibians; Fish; and Insects and Arachnids.

HAFE's collections are currently stored at the park and at the NPS National Capital Area's Museum Resource Center (MRCE) in Landover, Maryland.

At the present, HAFE's cultural collection does not have an ethnological sub component, nor does the park's natural history collection have sub components for geological and paleontological disciplines; however, future scientific research or cultural resource projects at the park may result in the generation of such collections. As a whole, museum collections at HAFE continue to grow through ongoing projects, operations, and research, and to a lesser extent through active collecting and donations.

For additional information on the museum collection, please contact:

Superintendent
Harpers Ferry National Historical Park
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B. Purpose of Scope of Collection Statement

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

C. Legislation Related to National Park Service Museum Collections

The National Park Service's (NPS) legal mandate for acquiring and preserving museum collections is contained in the Antiquities Act of 1906 (16 USC 431-433); the Organic Act of 1916 (16 USC 1 et. seq.); National Park Service and Related Programs of 2014 (54 USC 102501-102504, as amended (16 USC 18f); the Reservoir Salvage Act of 1960, as amended (16 USC 469-469c); the National Historic Preservation Act of 1966, as amended (16 USC 470 et seq.); the Archeological and Historic Preservation Act of 1974, as amended (16 USC 469-469l-2); the Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm); the National Parks Omnibus Management Act of 1998 (16 USC 5901). Furthermore, Cultural Resources Management Guideline, (Directors Order #28) 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."

D. Park History, Significance, Mission, Purpose, and Themes[1]

1. Park History

During its earliest period the town of Harpers Ferry was an important manufacturing and commercial town, using the two rivers for water power and transportation. The Federal Armory was established on June 15, 1796, by President George Washington. When production began in 1801, it became the nation's second Federal Armory.

By the 1850s, Harpers Ferry had become militarily significant because of the U.S. Armory and Arsenal and geographically significant due to the Baltimore and Ohio (B&O) Railroad and Chesapeake and Ohio (C&O) Canal.

In 1859 Harpers Ferry was the scene of the electrifying John Brown Raid, a significant event in the days leading up to the Civil War. Strategically important, due to its location at the gateway into the Shenandoah Valley, Harpers Ferry changed hands officially eight times during the war. The town's capture by Confederate troops under the command of "Stonewall" Jackson in 1862, together with 12,693 surrendered Union soldiers, was a dramatic prelude to the great battle at Antietam Creek that ended the South's first invasion of the North. It was the largest number of Union soldiers surrendered during the Civil War.

The Union army quickly reoccupied Harpers Ferry and in 1862-64 converted the position into a fortress with strong field fortifications overlooking the town on the summits of Bolivar Heights, Loudoun Heights, and Maryland Heights. In July 1864, the Union Army repelled an attack here by Lt. General Jubal Early's Confederate army. This four-day operation and the later battle at Monocacy Junction delayed the Confederate army enough to allow the Union to reinforce Washington and stave off its capture.

From August 1864 to December 1864, Harpers Ferry served as the main base of operations and chief supply depot for Major General Philip S. Sheridan's Union army during the final campaign in which Sheridan successfully destroyed Early's army as a fighting force and conquered the Shenandoah Valley in Virginia for the Union.

By the end of the Civil War, Harpers Ferry was a ghost of the former town. Mills on Virginius Island and the U. S. arms manufacturing plants on Lower Hall's Island and in the Musket Factory yard along the Potomac were largely destroyed. The United States Government decided not to rebuild the Armory at Harpers Ferry and to dispose of its lands and ruined buildings. In part because of these decisions, the town of Harpers Ferry never fully recovered its industrial importance.

The most recent events of national significance to take place at Harpers Ferry occurred during the period 1865-1955 and relate to black history and education and the Niagara Movement. These were related to the founding and operation of Storer College. Established through the efforts of the U.S. Freedman's Bureau, the Freewill Baptist denomination, and a New England philanthropist named John Storer, the school was one of the first to provide education for freed slaves. It was chartered as an integrated institution, a symbol of freedom through education, and a symbol of what John Brown had hoped to achieve. Among the first trustees was Frederick Douglass. It was the location of the second meeting of the Niagara Movement in 1906, an event of great importance in the later establishment of the National Association for the Advancement of Colored People (NAACP).

Harpers Ferry National Monument was authorized by Congress in 1944 (PL 78-386). The name was later changed to national historical park in 1963. Today, the Park contains 3,645 acres, with most of it in West Virginia, but with other sections in Maryland and Virginia.

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[1] Harpers Ferry National Historical Park, General Management Plan, 2008, 3.

Legislation that established and modified the park:

- On June 30, 1944, Congress established Harpers Ferry National Monument (Public Law 78-386 - 78th Congress, Chapter 328 - 2nd session, H.R. 3524).
- On July 14, 1960, Congress authorized (Public Law 86-655 - 86th Congress, S. 2674) the addition to Harpers Ferry National Monument of the Storer College site and the original site of the engine house known as John Brown's "Fort" and the old Federal Armory.
- On May 29, 1963, Congress (Public Law 88-33 - 88th Congress, S. 18) changed the name of Harpers Ferry National Monument to Harpers Ferry National Historical Park.
- On October 24, 1974, Congress (Public Law 93-466 - 93rd Congress, S. 605, H.R. 12972) allowed for the addition of lands to accommodate a shuttle transportation service within, between, and among lands acquired for the Harpers Ferry National Historical Park.
- On March 5, 1980, Congress (Public Law 95-625 - 95th Congress, H.R. 3757) increased the size of Harpers Ferry National Historical Park.
- On December 19, 1985, Congress (Public Law 99-192 - 99th Congress, H.R. 3735) designated the pedestrian walkway crossing the Potomac River at Harpers Ferry National Historical Park as the "Goodloe E. Byron Memorial Pedestrian Walkway."
- On October 6, 1989, Congress (Public Law 101-109 - 101st Congress, S. 85) authorized the acceptance of certain lands for the addition to Harpers Ferry National Historical Park, West Virginia.
- On September 5, 2001, an exchange was made between the CSX Railroad and the Park to acquire the train station (Washington, D. C., and Chicago line), the original site of the engine house known as John Brown's Fort and part of the old Federal Armory.
- On September 24, 2004, Congress (Public Law 108-307 - 108th Congress, H.R. 3305) authorized Harpers Ferry National Historical Park Boundary Revision Act of 2003.

2. Park Significance

Significance statements express why a park's resources and values are important enough to merit designation as a unit of the national park system. These statements are linked to the purpose of Harpers Ferry National Historical Park, and are supported by data, research, and consensus. Statements of significance describe the distinctive nature of the park and why an area is important within a global, national, regional, and system wide context. They focus on the most important resources and values that will assist in park planning and management.

The following significance statements have been identified for Harpers Ferry National Historical Park. (Please note that the sequence of the statements does not reflect the level of significance.)

1. The geography of the Harpers Ferry area, including the mountain gap at the confluence of the Potomac and Shenandoah Rivers, made this a key crossroads from the times of the earliest human habitation to the present. The view of the confluence of the Potomac and Shenandoah Rivers, considered by Thomas Jefferson as "perhaps one of the most stupendous in nature" and "worth a voyage across the Atlantic," continues to inspire people today.
2. George Washington designated Harpers Ferry as the second national armory in 1796 to manufacture firearms for the defense of the United States, making Harpers Ferry a stage for many significant events in American history, including outfitting Lewis and Clark's Corps of Discovery expedition in 1803.
3. The armory at Harpers Ferry became a center for technological innovations where new ideas about the interchangeability of manufactured parts were tried and tested in the armory workshops, and the successful introduction of large-scale manufacturing transformed Harpers Ferry from a quiet, rural village to one of the leading industrial centers of its day.
4. Harpers Ferry preserves the site of John Brown's Raid of 1859, an epic event in opposition to slavery, which helped precipitate the Civil War.
5. On the border between North and South, Harpers Ferry changed hands eight times during the Civil War. Control of this strategic location—a gateway into the Shenandoah Valley and

a backdoor to Washington, DC—resulted in five battles being fought at Harpers Ferry in three successive years.

6. The largest surrender of US troops during the Civil War occurred at Harpers Ferry in September 1862, when Stonewall Jackson captured nearly 12,700 Union forces at the largest battle in present-day West Virginia.
7. Storer College, established in Harpers Ferry in 1867 as a school primarily for former slaves, was one of the first institutions of integrated higher learning in the United States that was open to all applicants, regardless of race or gender, providing educational opportunities to formerly enslaved people during the Reconstruction era and beyond.
8. Storer College was the site of the second Niagara Movement Convention in 1906, where W. E. B. Du Bois presented a progressive philosophy and strategy for civil rights. The conventions led to the formation of the National Association for the Advancement of Colored People in 1909.

3. Purpose of Collections

The purpose of the Park's collection is defined in its enabling legislation. The museum collections document and support the Park's interpretive and resource management programs. Objects in the collection must relate to the interpretive themes and the resource management goals and objectives of the Park. In keeping with the primary purposes for which the area was designated a National Historical Park, the collections are overwhelmingly cultural, archeological and archival. However, a small natural history and herbarium collection exists.

The Park's purpose, identified in the Foundation Document (2016) and General Management Plan (2008):

> To preserve Harpers Ferry National Historical Park for the benefit and enjoyment of the people of the United States as a public national memorial commemorating historical events that occurred at or near Harpers Ferry. This document then goes on to say that museum collections (objects, specimens, and archival and manuscript collections) provide information about processes, events, and interactions among people and the environment. All resource management records are managed as museum property.

4. Interpretive Themes

The six major themes of the Park as stated on page 10 in the Foundation Document (2016) are:

- The physical and historical geography of the Harpers Ferry area demonstrates how landscapes shape human history and how human endeavors profoundly affect natural landscapes - a powerful reminder that the actions of today determine the opportunities of tomorrow.
- The Harpers Ferry Armory played an important role in the production process of interchangeable parts in arms manufacturing, intensifying the ongoing dialogue concerning the costs and benefits of technological innovation.
- The story of the cataclysmic impact of John Brown's Raid, followed by the intense and pervasive effects of the Civil War on the community of Harpers Ferry and the nation, can provide myriad insights into the violent, transformative reality of war.
- The social history of Harpers Ferry chronicles critical milestones and issues in the continuing struggle to achieve the evolving American ideals of freedom, education, and equality for African Americans.
- The history of Harpers Ferry weaves together common threads in the tapestry of 18th-, 19th-, and 20th-century America, offering a deeper understanding into the great American experiment and providing important contexts for the challenges and opportunities facing the United States today.
- The dynamic natural environment of Harpers Ferry—its night skies, natural sounds, water quality, ecosystems, habitats, and view sheds - can be a mirror in which people examine their own place in the natural world. By highlighting actions the National Park Service takes to reduce the impacts of its operations on the environment, the park can emphasize resource stewardship and conservation values.

5. Goals

The following goals have been identified to guide HAFE's museum collection:

- Support the park's resource management, interpretive program themes, and objects.
- Identify, inventory, and assess the park's cultural and natural resources to form a basis for implementing management strategies.
- Document and protect HAFE's cultural and natural resources to preserve the integrity and diversity of the park and surrounding ecosystem for the enjoyment of 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. Legal Mandates

Archeological materials, except inalienable and communal property, recovered from within the Park's boundaries through systematic collection are National Park Service property and must be retained in the Park's museum collection in accordance with 43 CFR 7.13 and NPS Management Policies (2006).

Scientific materials recovered from within the Park's boundaries are NPS property and must be cataloged into the museum collection in accordance with 43 CFR 7.13 and NPS-28 policy. As stated in 36 CFR 2.5, any natural history specimen collection permits issued by the superintendent require the following condition: (1) Specimens placed in displays or collections will bear official National Park Service museum labels and their catalog numbers will be registered in the National Park Service National Catalog and (2) 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 will be filed with the superintendent.

Laws
Lacey Act of 1900 (18 USC 43-44)
Act for the Preservation of American Antiquities, June 8, 1906 (16 USC 431-433)
National Park Service Organic Act of August 25, 1916 (16 USC 1-4, 22, 43)
Migratory Bird Treaty Act of 1918 (16 USC 703-711)
Historic Sites Act of 1935 (16 USC 461-467)
Bald Eagle Protection Act of 1940 (16 USC 668-668d)
Federal Property and Administrative Services Act of 1949, as amended (40 USC 483 [b])
Federal Records Act of 1950, as amended (Records Management by Federal Agencies, 44 USC 3101 et seq.)
Museum Properties Management Act of 1955, as amended (16 USC 18)
Reservoir Salvage Act of 1960, as amended (16 USC 469-469c)
National Historic Preservation Act of 1966, as amended (16 USC 470-470t, 110)
Marine Mammal Protection Act of 1972 (16 USC 1361-1407)
Endangered Species Act of 1973, as amended (16 USC 1531-1543)
Archeological and Historic Preservation Act of 1974 (16 USC 469-469c)
The Copyright Act of 1976 (17 USC 101 et seq. [1988 & Supp. V 1993])
American Indian Religious Freedom Act of 1978 (42 USC 1996 and 1996a)
Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm)
Native American Graves Protection and Repatriation Act of 1990 (25 USC 3001-3013)
Disposal of Records (44 USC 3301 et seq.)
Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109)
Theft of Government Property (18 USC 641)
Freedom of Information Act (5 USC 552)
Privacy Act of 1974 (5 USC 552a)

Regulations
"Curation of Federally-Owned and Administered Archeological Collections" (36 CFR 79)
"Preservation of American Antiquities" (43 CFR 3)
"Federal Property Management Regulations" (41 CFR 101) FPMR
36 CFR 65 (Regulations to the Historic Sites Act of 1935)
"Federal Records: General" (36 CFR 1220)
"Disposition of Federal Records" (36 CFR 1228)
"Research Specimens" (36 CFR 2.5)
"Endangered and Threatened Wildlife and Plants" (50 CFR 17.11 and 17.12)

Conventions
1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (19 USC 2601)
1983 Convention on International Trade in Endangered Species of Wild Fauna and Flora CITES

NPS Policies, Directives, and Other Guidance: Interior Property Management Regulations (410 Departmental Manual 114-60) (IPMR); Departmental Manual Part 411, "Museum Property Management", Chapters 1-3; Director's Order 11D: Records and Electronic Information Management; Director's Order 24: Museum Collections Management; Director's Order 28: Cultural Resource Management; Director's Order 28A: Archeology; NPS Special Directive 91-4, Ensuring that Natural Resource Projects Fund the Curation of Collections; NPS Special Directive 94-6, Ensuring that Projects Generating Museum Collections Fund Cataloging and Basic Preservation; and Recommendation #14 of the National Academy of Public Administration's "Saving Our History."

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

Historic resources within the Park listed on the National Register of Historic Places include:

- **Lower Town:** Harper House (01A); Marmion Hall (01B); 2nd Marmion Tenant House (01C); 1st Marmion Tenant House (01D); Nichols/Williams Bldg. (3); Frederick A. Roeder Store (5); White Hall Tavern (7); Gerard Bond Wager Annex (8); Gerard Bond Wager Bldg (9); John C. Unseld Bldg (10); William Anderson Bldg. (11); Anderson Annex (11A); Ann C Stephenson Bldg (12); Ann Stephenson Outbuilding (12A); Alfred Burton Jewelry Shop (14); Susan Downey House (15); Frederick A. Roeder House (16); Frederick Roeder Annex (16A); Icehouse (32); Ranger Station (33); Old Master Armorer's House (34); Smokehouse (34A); Old Master Armorer's House (35); New Master Armorer's Qtrs. (36); John T. Reiley Bldg (37); Tearney Bldg (38); Transformer Bldg (39); William Richards Bldg and Rear Ruins (40); McCabe-Marmion Bldg (43); Cooling Tower (43A); Philip Coons Bldg (44); Stage Coach Inn (45); Outhouse (45A); Armory Dwelling House (48); John Brown's Fort (63); B&O Railroad Station Depot; B&O Railroad Station Light Standards; Foundation #2; Foundation #5; Foundation #7; Foundations #8-#10; Foundation #11; Foundation #14; Fence at Master Armorer's House; St. John's Protestant Episcopal Ruins; Presbyterian Church Foundations; Retaining Wall #14; John Brown Bridge Piers; Shenandoah Street; Potomac Street; High Street; Public Walk; Market Street; Bridge Street; Hamilton Street; Hamilton Alley; Hog Alley; John Brown Monument; Heyward Shepherd Monument; Retaining Walls #7, #8 and #9; High Street Retaining Wall; Public Walk Wall; Wager Garden Wall; Paymaster's House Retaining Wall; Harper Yard Wall; Retaining Wall #19; Retaining Wall #22; Retaining Wall #24; Retaining Wall #25; Retaining Wall #27, Jefferson Rock.
- **Camp Hill:** Lockwood House (56); Brackett House (57); Morrell House (58); (Conrad) Wirth Hall (59); Permelia Eastman Cook Hall (61); Anthony Library (64); Bird-Brady House (69); Curtis Freewill Baptist Church (75); Stone Retaining Walls; (Conrad) Wirth Hall Fence; Morrell Grave Memorial; Shipley School.
- **Schoolhouse Ridge - South:** John H. Allstadt House Ruins
- **Bolivar Heights:** Prospect Road Trace, Battery No. 1, Magazine, Infantry Trench, Earthworks & Magazine, Old Furnace Road, Earthwork on Old Furnace Road, Grandview School.
- **Loudoun Heights:** Blockhouse, Campground Area 1, Blockhouse, Campground Area 3, Blockhouse, Campground Area 7.
- **Maryland Heights:** Naval Battery, 30 Pounder Battery, Stone Fort, 100 Pounder Battery,

Infantry Defense Site #1, Infantry Defense Site #2, Breastworks E & S of Stone Fort, Interior Fort, Exterior Fort, Mortar Battery, Stone House.

- **Musket Factory:** Armory Canal, Armory Canal Dam, Rolling Mill, Retaining Wall, Armory Canal Bridge Abutments.
- **Nash Property:** Chapel, Dairy Barn, Milk House, Main House, Tenant House.
- **Shenandoah City:** Strider's Mill, Mill Road, Strider's Mill Raceway, Strider's Mansion, Lake Quigley Headgates.
- **Short Hill:** Falls Branch Road, Lime Kiln, Peacher's Mill, Stone Foundation, Stone Foundation, Stone Fences at Peacher's Mill Complex, Mill Race, River Mill Road Trace, Still House Ruins, Falls Branch Dam.
- **Virginius Island:** Shenandoah Canal, Island Bridge Piers, Shenandoah Pulp Company, Lake Quigley Retaining Wall, Inner Basin Head gates, Inner Basin Walls, Valley Cotton Factory, Underground Tunnels, Cotton Mill, House Ruins.

II. TYPES OF COLLECTIONS

The interpretive themes and resource management goals and objectives stated in the introduction provide direction for the acquisition of museum objects. The following guidelines will prevent arbitrary and excessive growth of the collection, while ensuring that it remains relevant to the Park's mission.

The legal mandates, resource management goals and objectives, and interpretive themes stated in this SOCS provide general direction for acquiring materials for HAFE's 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 park's museum collection, while ensuring that the collection remains relevant to the park's mission and purpose.

As stated in *Museum Handbook, Part I, Chapter IV, Section IV (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 acquired by the park are managed separately from the museum collection as stated in *Museum Handbook, Part II, Appendix N (2018)*. 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 Collections

The purpose of this collection is to increase knowledge and inspiration among present and future generations through exhibits, research, and interpretive programs; support research, resource management and education; provide baseline data of park cultural resources; document changes these resources are undergoing because of internal park conditions and external effects; to guarantee the protection of important objects whose in-situ preservation cannot be assured. Objects and archival collections with a direct association to the Park are more desirable for inclusion within the collection than similar items without such primary significance. The cultural collection is subdivided into three disciplines: archeology, archives and manuscripts, and history. The following list identifies, by discipline, object types appropriate to the Park's museum collection and, as needed, notes current representation.

The cultural collection must support these goals. This will ensure that only relevant objects and archival materials are accessioned into the collection. Future growth of the collection should be restricted to items related to:

- Interpretive and/or research needs identified in the Park's Foundation Document (2016), General Management Plan (2008), Long-Range Interpretive Plan (2004), historic furnishings reports, exhibit plans, and other applicable park planning documents and resource studies.

- Enhancing understanding of and promoting increased stewardship of the Park's cultural resources.
- Cultural resources baselines/inventorying and monitoring activities.
- Regulatory and compliance activities such as those mandated by the National Historic Preservation Act of 1966, as amended and the Archaeological Resources Protection Act of 1979 (ARPA).

The HAFE cultural museum collection is subdivided into four disciplines: archeology, ethnology, history and archives. Cultural collections from the park, or those directly associated with persons or events commemorated by the park are more desirable than similar materials without primary association. HAFE's cultural collection currently is composed of archeological, historical, and archival sub categories. An ethnological sub category has not been developed. The park's cultural collection is housed at the NPS National Capital Area's Museum Resource Center in Landover, Maryland.

1. Archeology

Archeological research projects within the Park may result in the collection of artifacts, ecofacts, or other data. Archeological materials recovered from within the Park's boundaries through systematic collection are National Park Service property and must be retained in the Park's museum collection in accordance with 43 CFR 7.13 and NPS Management Policies (2006).

a. Artifacts and Specimens

Park staff and visitors should be discouraged from picking up surface artifacts. It is preferred that surface artifacts be left in-situ and their location documented. If materials are collected and brought to park staff, appropriate measures must be taken to ensure that the visitor collects no more material, that precise provenience information is recorded. If it is not possible to return them to their original location, the objects and/or specimens should be documented as a field collection using the same procedures as for items collected under permit. Details of the unauthorized collection must be recorded on an accession receiving report, or equivalent (e.g., site of collection, the finder's name, address, and the name of the staff member receiving the items).[2] At this point promptly turn over the objects/data to the archeology staff upon receipt by staff members. The archeology staff then makes the determination of significance and transfers significant materials and appropriate documentation to the Park's museum management program for accessioning into the museum collection.

The park's archeology collection includes:

- PREHISTORIC MATERIAL: The collection contains prehistoric Native American items (projectile points, flaked stone, ground stone, and pottery shards).
- HISTORIC MATERIAL: The collection contains material from sites related to the settlement, use, and development of lands within the Park during the historic period (through 1950), and sites associated with early park development, from circa 1950 to present. This collection consists of military items, furniture, objects related to transportation and railroads, and other items.
- CONFISCATED ARCHEOLOGICAL OBJECTS: These are objects recovered from unauthorized and illegal activities. They might include unearthed artifacts, ecofacts, and human remains illegally excavated or uncontrolled surface collecting by unauthorized individuals within the Park boundaries. The Park's archeology staff should be consulted as soon as possible to ensure proper handling and transportation of these materials. Such objects might be held temporarily as evidence if legal action is to be taken, but should be formally turned over to the Park's museum management program as soon as possible. Once all legal questions are resolved, the objects and all associated documentation will be added to the museum collection.

[2] Departmental Manual 411 Vol. II, p. 2:17

b. Associated Records
All records associated with archeological collections are retained as part of the Park's resource management archives. These records include field notes and logs, daily journals, drawings and maps, photographs and negatives, slides, sound recordings, raw data sheets, instrument charts, remote sensing materials, collection inventories and catalogs, analytical study data, conservation treatment records, computer documentation and data, as well as any other documents generated through archeological activity. These records should be cataloged as part of the Resource Management Collection as part of Series V: Records of the Archeology Program.

c. Future Collections Activity.
Future collecting activity in this area will concentrate on the acquisition of artifacts and specimens excavated at the park through approved archeological research studies and compliance projects.

2. Ethnology

At present, the park does not have ethnological materials in its museum collection. Should collection of ethnographical materials begin at HAFE, 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 the park's approved planning documents which are currently not represented in the collection.

3. Archival and Manuscript Collection

The Park's archival collection includes correspondence, drawings, and photographs related to the John Brown raid and the Civil War. Additionally, the collection contains duplicate copies of administrative records such as photographic prints, negatives, and slides; photographs, architectural drawings, specifications and other items documenting facility development; materials related to scientific studies and resource management activities. Additionally, the Park maintains a small collection of oral history interviews with former park staff, Storer College students and faculty, and local residents.

Policy and procedures for archival collections and records management are outlined in NPS Management Policies (2006), Director's Order #11D: Records and Electronic Information Management (2012), the NPS REIM Guide (2012), and the Museum Handbook (MH), Part II, Appendix D: Archives and Manuscript Collections.

Future Collection Activities
In accordance with Director's Order #11D: Records and Electronic Information Management (2012) and the NPS REIM Guide (2012), the Park examines all current park files before they are transferred to the National Archives and Records Administration or disposed of, to ensure the retention of copies of important official records in the Park. Other materials to be retained include materials related to scientific studies and resource management activities; oral histories, historic resource studies, and similar reports; photographs, architectural drawings, specifications and other items documenting facility development. Retained materials are managed as part of the museum collection as part of the Resource Management Collections.

While the following is not an all-inclusive list, great caution should be taken expanding from this list, ensuring research value to the park. The Park is also willing to accept the following to support the interpretive themes and research topics.

a. The John Brown Raid (1859):
Because the raid is often considered the heralding action of the American Civil War, it has become the event of greatest national interest commemorated by the Park. Therefore, the Park

will aim to have a complete and well-documented collection of artifacts and archival materials related to John Brown's raid, as well as the knowledge of and information pertaining to the location and nature of significant objects, documents, and data in other collections which relate to the raid. The following criteria apply:

- Original documents related to the planning, objectives, execution, or suppression of the raid and to the trial and punishment of the raiders and any subsequent experiences of participants related to their participation in the raid or its suppression.
- Original drawings, prints, and photographs contemporary with the raid and portraying persons and/or incidents related to the raid and participants in the raid and related events, especially the subsequent trial and execution of the raiders.
- Later drawings, prints, and photographs of clear interpretive value illustrating aspects of the raid, related events, and participants but not created by the NPS or part of the Artist in Residence Program (see section II.A.3.i).

b. The Civil War (1860-1865):
While the military engagements at Harpers Ferry are of primary national interest, the severe impact of the war on the social and economic life of the town is also a compelling story. Collections reflecting this theme should be especially site-specific. The following criteria apply:

- Original letters, orders, reports, rolls, maps, and other documents concerned with troops or engagements in the vicinity of Harpers Ferry, not restricted to military or federal documents, but including documents belonging to civilians. Also, any such material related to the social or economic impact of the war within the boundaries of the Park. These documents will have research value and not just mention Harpers Ferry or Bolivar.
- Original contemporary drawings, prints, and photographs, related to military activities at Harpers Ferry.

c. Industrial History (late 18th cent. - early 20th cent.):
The federal armory and arsenal, including Hall's Rifle Works, are the industrial sites of greatest national importance in the Park because important industrial design and production advances occurred at different times at all of these locations.

For the purposes of this statement, the term Harpers Ferry refers to all sites within park boundaries. When the town of Harpers Ferry is specifically meant, it is specifically cited. The following criteria apply:

- Original documents (manuscripts or printed), construction or production drawings, detailing or related to aspects of the development, operations, processes, products or closures of Harpers Ferry industry, especially to the federal facilities and Hall's Rifle Works.
- Contemporary drawings, maps, photographs, or prints, showing the buildings, grounds, interiors, activities, machinery, product design, or other aspects of Harpers Ferry industry, especially the federal facilities and Hall's Rifle Works. These are to be a representative sample of high-quality and significant items that effectively captures the evolution of the resources through time. Anything produced as part of the Artist in Residence Program is addressed in section II.A.3.i.
- Original documents, especially advertisements, relating to industries, support industries and businesses at Harpers Ferry.

d. African-American History and Education (Storer College 1867-1955):
Many of the 30,000 black freedmen who had congregated in the Shenandoah Valley could be found in Harpers Ferry by 1866. This location provided a perfect situation for Dr. Nathan C. Brackett, an agent of the Free Will Baptist Home Mission, to establish a mission headquarters and a Freewill Baptist primary school in the Lockwood House on Camp Hill in Harpers Ferry. By 1867, the "Storer Normal School" was opened and by 1872 the school had expanded to include three other abandoned Armory buildings on Camp Hill and graduated its first class of eight students with credentials to teach in freedmen's schools. By 1938, Storer College became a degree-granting college. The following criteria apply:

- Alumnus records, scrapbooks, or photographs documenting Storer College or Harpers Ferry during their time at Storer College.
- Additional Oral history interviews related to events significant to Storer College, Harpers Ferry, or the park, including administrative histories of the park. These will be incorporated into the Park's Resource Management Collection under Series III: Interpretation and Cultural Resources Records, Subseries G: Oral History.

e. Transportation History:
Part of the industrial and geographical story of the site is the development of transportation systems. Proper repositories exist elsewhere for many objects related to this story.

f. Major Commemorative Events:
Objects created for major commemorative activities such as, but not limited to, the centennial anniversary of John Brown's raid, sesquicentennial of the Civil War, park specific National Park Service centennial objects or significant milestones in park history. This sub category focuses on collecting archival materials from important/significant current events at the park. This will not include the Artist in Residence Program (see section II.A.3.i).
- Modern photographs or documentation on major commemorative activities such as the centennial anniversary of John Brown's raid or the significant milestones in park history.

g. HAFE Resource Management Collection
HAFE Resource Management Records Collection. (Circa 1944- Present)**.** The *HAFE Resource Management Records Collection* contains resource management records as structured in the *HAFE Archive Collection Hierarchy* (2019) available in *Appendix A*. This open collection is organized by administrative subunit with corresponding subseries and covers the management of park resources by park staff, partners, and any other individuals tasked with managing cultural and natural resources for HAFE. All records associated with cultural (archeological and ethnological) and natural history (biological, geological, and paleontological) resource studies are retained as part of the museum collection. These may include: field notes; maps; interview schedules, oral histories, tapes (video and audio), interview transcripts; negatives, prints and slides; data sheets (all subject to restrictions of confidentiality, if any); artifact inventories; analytical study data; computer documentation and data; reports generated by investigations; as well as any other documents generated through permit. For guidance with processing this archival collection, reference *Appendix B: HAFE Processing Plan for the RMC.*
- Original documents, drawings, or construction drawings, related to aspects of the development of historic structures.
- Documents, photographs and other records pertaining to land acquisition and park preservation efforts held by private citizens.

h. 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 park's Records Management Committee examines all park files before they are transferred to the National Archives and Records Administration, the park's museum collection, or disposed of, to ensure the retention of important official records in the park

4. History

The Park's history collection contains weapons, equipment, and other objects used by John Brown and his associates in planning and executing the raid on Harpers Ferry; furnishings and other objects on display in several historic structures; artifacts representing the industrial history of Harpers Ferry and the Civil War; and artifacts representing the Civil Rights era and Storer College. There are currently no limits to the quantity collected in the following categories unless otherwise specified. With this said, then the determination falls to whether it is a better example

of what is currently in the collection, some important notes or differences than what is currently held, or an item of potential high use in programming or exhibition.

While the following is not an all-inclusive list, great caution should be taken expanding from this list, ensuring research value to the park. Gaps in collections are specifically addressed in the categories below.

a. The John Brown Raid (1859):
Because the raid is often considered the heralding action of the American Civil War, it has become the event of greatest national interest commemorated by the Park. Therefore, the Park will aim to have a complete and well-documented collection of artifacts and archival materials related to John Brown's raid, as well as the knowledge of and information pertaining to the location and nature of significant objects, documents, and data in other collections which relate to the raid. The following criteria apply:
- Weapons, equipment, and related objects used by John Brown and his associates in planning and executing the raid or objects representative of those used.
- Weapons, equipment, uniforms and related objects used by military units or civilians in suppressing the raid or objects representative of those used.
- Objects that were in or at the Armory fire engine house at the time of the raid or representative objects of the same type.
- Objects related to the life and philosophy of John Brown and/or participants in the raid, especially with regard to abolitionism.
- Original paintings contemporary with the raid and portraying persons and/or incidents related to the raid and participants in the raid and related events, especially the subsequent trial and execution of the raiders.
- Later paintings of clear aesthetic or interpretive value illustrating aspects of the raid, related events, and participants but not part of the Artist in Residence Program (see section II.A.3.i).
- Limited objects documenting major historic and modern commemorative activities such as the centennial anniversary of John Brown's raid or the significant milestones in park history.

b. The Civil War (1860-1865):
While the military engagements at Harpers Ferry are of primary national interest, the severe impact of the war on the social and economic life of the town is also a compelling story. Collections reflecting this theme should be especially site-specific. The following criteria apply:
- Weapons, equipment, uniforms and other military items actually used by troops at Harpers Ferry, or representative objects of the same for exhibition. (Collecting should be selective. Objects not site-specific or not clearly needed for exhibition should be referred to an appropriate park or museum).
- Objects which illustrate the military engineering involved in the construction, armament, and supply of fortifications within what became the Park.
- Original contemporary paintings, related to military activities at Harpers Ferry.
- Furnishings as specified in approved furnishings plans for exhibit purposes only to provide visual completeness to exhibits and not incorporated into spaces designated as living history program locations.
- Limited objects on major commemorative activities such as the centennial anniversary or other significant milestones in park history.

c. Industrial History (late 18th cent. - early 20th cent.):
The federal armory and arsenal, including Hall's Rifle Works, are the industrial sites of greatest national importance in the Park because important industrial design and production advances occurred at different times at all of these locations.

For the purposes of this statement, the term Harpers Ferry refers to all sites within park boundaries. When the town of Harpers Ferry is specifically meant, it is specifically cited. The following criteria apply:

- Samples of any item produced in the federal facilities and Hall's Rifle works, along with artifact samples substantiating subsequent modifications. Also, representative samples of the same for exhibit and interpretation.
- Furnishings as specified in approved furnishings plans for exhibit purposes only to provide visual completeness to exhibits and not incorporated into spaces designated as living history program locations.
- Tools and furnishing for selected commercial and craft shops installed in historic structures and exhibits for the purposes of exhibit only.
- Objects of all types from all sources documenting the life and activities of the residents of the town of Harpers Ferry and the lives and activities of those persons specifically impacting the industrial and commercial activities at Harpers Ferry, especially archeological, architectural, and documentary specimens.

d. African-American History and Education (Storer College 1867-1955):
Many of the 30,000 black freedmen who had congregated in the Shenandoah Valley could be found in Harpers Ferry by 1866. This location provided a perfect situation for Dr. Nathan C. Brackett, an agent of the Free Will Baptist Home Mission, to establish a mission headquarters and a Freewill Baptist primary school in the Lockwood House on Camp Hill in Harpers Ferry. By 1867, the "Storer Normal School" was opened and by 1872 the school had expanded to include three other abandoned Armory buildings on Camp Hill and graduated its first class of eight students with credentials to teach in freedmen's schools. By 1938, Storer College became a degree-granting college. The following criteria apply:
- Objects predating and dating to the Civil War will be considered if illustrating slavery and freedman occupation in and around Harpers Ferry.
- Objects from all sources related to the inception, the founding, the funding, student life, and all educational endeavors of the freedman's school and/or Storer College.
- Field collection artifacts from Storer College and/or its campus, including architectural fragments from Storer College structures, when needed as a representative sample or for study or for exhibit purposes.
- Objects related to events of special significance occurring at or near Harpers Ferry related to African-American education or history, especially the Second Meeting of the Niagara Movement in 1906.
- Furnishings as specified in approved furnishings plans for exhibit purposes only to provide visual completeness to exhibits and not incorporated into spaces designated as living history program locations.
- Limited objects on major commemorative activities such as the centennial anniversary or other significant milestones in park history.

e. Transportation History:
Part of the industrial and geographical story of the site is the development of transportation systems. Proper repositories exist elsewhere for many objects related to this story. Collection in this area should be restricted to the following:
- C&O Canal-related objects and representative C&O Canal-related objects may only be collected for specifically approved exhibition use. Such objects should largely relate to that portion of the C&O Canal that passed through what is now Harpers Ferry National Historical Park. Offers of C&O Canal-related objects must be referred to the C&O Canal National Historical Park first. If C&O Canal museum management staff decides this does not fit into their scope of collections then it may be considered for the Park.
- Objects specifically concerned with the navigation works of the Potomac Company in the immediate vicinity of Harpers Ferry.
- Objects related to the design, construction, and operation of the river bridges at Harpers Ferry, especially those dating before 1870.
- Objects related to the B&O and the Winchester and Potomac railroads.
- Objects from other transportation networks (such as the James River, other railroads, interstate highways) will not be collected if they do not have a direct connection to Harpers

Ferry or Jefferson County.

f. Historic Fabric:
When original fabric is removed from a historic structure during a preservation or repair project, a representative portion of the fabric will be preserved and accessioned into the museum collection, along with any associated documentation. Special consideration will be made for those structures that were occupied during the Civil War and that might contain graffiti under paint layers. Park structures that were significantly altered or were constructed after the Civil War should only have representative sampling of architectural elements. A more detailed and up-to-date Architectural Collection Policy needs to be written and followed during restoration projects within the Park. More than one example is not necessary unless it is deemed historically significant and this significance is documented in the accession records with associated research.

g. Major Commemorative Events:
Objects created for major commemorative activities such as, but not limited to, the centennial anniversary of John Brown's raid, sesquicentennial of the Civil War, park specific National Park Service centennial objects or significant milestones in park history. While this can include objects sold in the bookstore, these objects will be limited to items without obvious, natural inherent vice such as glass, metal, and paper and this will be limited to one item each. Objects reproduced from the collection or items created to produce these items (such as print blocks, screens) will take precedence but is not guaranteed to be included in the collection. This will not include the Artist in Residence Program (see section II.A.4.i).

h. Living History, Education, Exhibit Props, and Reproductions:
These items will not be accessioned into the collection. It is stated in the Museum Handbook, Part I that collecting, and documenting the resulting collection, is the first responsibility. Preserving the collection is the second responsibility. Providing for collection access, use, and interpretation is the third responsibility. While accomplishing the third point the handbook later states that the condition of these artifacts must be preserved while also maintaining accountability for them. The heavy consumptive use makes it virtually impossible to maintain the first two basic responsibilities of collections management. Based on Museum Handbook, Part II, App N, this type of collection does not need to be managed as museum property. Items clearly purchased for exhibit in spaces that are designed to be heavily used as demonstration spaces will be considered for removal from the collection. While some of these objects are historic in nature, the intent of the purchase was to consumptively use these historic items since it was cheaper than purchasing reproductions. This practice is discouraged but recognized in the Museum Handbook, Part II, App N. Items accessioned as part of the 1982 inventory are likely to have been accessioned in error and will be assessed and transferred back to interpretation so they can be managed as follows:

- Demonstration - Items will be clearly marked as living history or education items and managed by the appropriate staff. Items purchased for this category will not be comingled in exhibits with museum collections. Exhibits that have been designated exclusively for living history or education purposes with no museum property remaining will be managed as interpretation property. These items are inventoried by the appropriate staff and managed by that department.
- Exhibit Props and Aids - Items are modern and used as filler material for exhibits. These are not intended for consumptive use. An attempt will be made to acquire reproductions that resemble items from the time period, but when these items are not exact replicas of pieces from the Park they have no historic value to the individual pieces and should not be preserved as part of the museum collection.
- Reproductions - When these items are exact replicas of items within the collection, they will be accessioned and cataloged for the life of the reproduction. Disposition of reproductions will be determined at the time of purchase and will be documented using the disposition form from the Park's approved Deaccession Plan. Generally, reproductions will be

destroyed through a Board of Survey.[3] If not an exact reproduction of current or future museum collections, then a determination will be made, at the time of purchase, to whether these items will be considered exhibit props or reproductions and managed appropriately.

i. Artist in Residence:
These items might be more appropriate to include in the Resource Management Collection, Series III: Interpretation and Cultural Resource Management Records. This will provide the opportunity to document the process from artist selection to the conclusion of the project. These items will not be automatically accessioned into the collection. They may be considered as individual objects if a proposal is presented, reviewed and accepted by the CAC as part of the application process. Additional criteria is that this work will have potential educational and/or interpretive value based on the themes of the Park and after review of the CAC. Any items produced to be used consumptively will not be considered as part of the collection.

j. Future Collections Activity:
Future collections activity in this area will concentrate on the acquisition of outstanding examples of objects currently not represented in the collection, which meet the criteria referenced above and clearly correct an interpretive or research deficiency noted in the Park's Foundation Document (2016), General Management Plan (2008), Long-Range Interpretive Plan (2004), future exhibit plans, or other planning documents. This will ensure that the history collection is relevant to the interpretive and research needs of the Park. There will be no effort to obtain objects to furnish the Murphy and Nash farms. Exceptions would be objects that were known to reside at the Chambers (Murphy) farm during the battle.

B. Natural History Collections

The purpose of this collection is to support scientific research, resource management and education; provide baseline data of park natural resources; document changes these resources are undergoing because of internal park conditions and external effects; provide a database for researchers concerned with resources use by the Park's prehistoric occupants; preserve important or locally significant species collected in response to specific research or interpretive needs; to guarantee the protection of important paleontological specimens whose in-situ preservation cannot be assured.

The natural history collection must support these goals. This will ensure that only well-documented and appropriate specimens are retained. Future growth of the collection should be restricted to specimens and associated records generated through:

1. Authorized scholarly research and selective acquisition based on:
    - Needs identified in the Park's General Management Plan (2008) and other applicable park planning documents and resource studies
    - Servicewide initiatives such as the Natural Resource Challenge
    - Enhancing understanding of and promoting increased stewardship of the Park's ecosystem
2. Inventorying and Monitoring Activities
3. Regulatory and compliance activities such as those mandated by the National Environmental Policy Act of 1969 (NEPA), as amended

Scholarly research may be conducted by park or non-park scientists. All collecting activities must be in compliance with 36 CFR 2.5, the Research Permit and Reporting System, Director's Order #77: Natural Resource Protection (under development), and NPS Natural Resources Management Guideline (1991). All researchers must comply with applicable state and Federal laws regulating collecting, documenting collections, and other associated activities. No collector (including park

[3] Museum Handbook, Part II, p 4:21

staff) can work in the Park without first obtaining a signed permit. The collections section of the permit application must be completed, documenting where collections of specimens and associated records will be housed. Questions related to collecting within the Park should be addressed to the Park's research coordinator.

Natural resource specimens collected outside the Park boundaries will not be included in the collection unless the specimens are required to illustrate interpretive exhibits, to augment specific park-related research projects, or to demonstrate effects on park resources. Written permission from landowners or appropriate officials is obtained when collecting occurs on their land. This documentation or copies must become part of the museum collection's accession file.

Taxidermy "mounts" and freeze-dried specimens will be obtained only when a specific need (such as for an exhibit) is identified. Specialty collections such as frozen or other types of tissue samples are beyond the capability of the Park to preserve. If they are collected and held by other repositories, they will be accessioned and cataloged in the Park's collection. Archived soils and other strictly environmental monitoring samples will only be collected as part of authorized research projects.

This collection is divided into three disciplines: biology, geology, and paleontology. The following list identifies the categories of specimens that are to be included in the museum collection and notes their current representation. These specimens are limited to a representative sample of three prime examples.

Existing natural history collections of HAFE have been acquired through natural resource research permits issued to researchers conducting surveys within park boundaries. Collections associated with research permits are accessioned and cataloged in ICMS (MCMS), and stored at the NPS National Capital Area's Museum Resource Center in Landover, Maryland or with an approved non-bureau repository.

1. **Biology**
   a. Flora
      The Flora collection the Park maintains was created by staff at the former Storer College in the last half of the 19th century and the first half of the 20th century. This collection is growing through donation from associated people. An inventory of sage, grass and rush was completed in 2008. It is anticipated this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research. No known federally threatened, endangered, or rare species are found in the Park. There are known state rare, endangered, species of concern, and threatened species located in the park.

   b. Fungi
      No major scientific studies involving fungi in the Park have been undertaken to date. It is anticipated this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research. No known federal or state threatened, endangered, or rare species are found in the Park.

   c. Mammals
      Seventeen species of Mammals are known to reside in the Park. A study was completed in 2003 as part of a larger regional study on small mammals. It is anticipated this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research. No known federal or state threatened, endangered, or rare species are found in the Park.

   d. Birds
      One hundred and twenty-two species of Birds are known to pass through the Park. A bird study was conducted in the Park from 2008-2011. It is anticipated this collection will grow

in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research. Unknown threatened, endangered, or rare species are found in the Park due to the migratory bird paths. While no longer on the endangered species list, Peregrine falcons and Bald Eagles are known to frequent the Park with nesting areas in adjacent areas.

e. Reptiles and Amphibians
Four species of turtles, eight species of salamanders and lizards, seven species of frogs and toads are known to be in the area of the Park. A Herpetology study was conducted in the Park 2002-2003. It is anticipated this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research. No known federal or state threatened, endangered, or rare species are found in the Park.

f. Fish
Forty-four species of Fishes are found within the boundaries of the Park. With the confluence of the Shenandoah and Potomac rivers is located at Harpers Ferry. Other bodies of water in the Park include numerous other small lakes and streams. A study was completed in 2003 as part of a larger regional study on fish. It is anticipated this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research.

g. Insects and Arachnids
Twenty-nine species of spiders, 10 species of ticks, mites, millipedes and centipedes, 134 species of insects. A rare wingless cranefly, *Chionea Primativa*, has been found in John Brown's Cave at Harpers Ferry. This fly has thus far been found only here and in the Finger Lakes region of New York State. A study was completed in 2002 on West Nile virus which included collecting dragon flies. Butterfly surveys were conducted in 2002, 2003 and 2008 with approximately 94 species of butterfly in the Park. It is anticipated this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research.

h. Associated Records
All records associated with specimens collected in conjunction with biological research are retained in addition to the specimens as part of the museum collection. Archival collections supplement future researchers' understanding of these collected specimens. These records include field notes; daily journals; maps and drawings; photographic negatives, prints, and slides; videotapes; sound recordings; raw data sheets; remote sensing data; copies of contracts; correspondence; repository agreements; specialists' reports and analyses; reports and manuscripts; specimens inventories and field catalogs; analytical study data; computer documentation and data; tabulations and lists; reports on all scientific samples lost through destructive analysis. These records should be cataloged as part of the Resource Management Collection under archives.

i. Future Collections Activity
Future collections activity in this area will concentrate on the acquisition of biological specimens (flora, fungi, mammals, birds, reptiles and amphibians, fish, insects and arachnids, and other invertebrates) collected at HAFE through research studies and compliance projects.

2. Geology

a. Rocks and Minerals
The collection contains a small number of rock types. Additional specimens may be added to the collection as a result of resource management activities or other authorized scientific research.

b. Associated Records
All records associated with specimens collected in conjunction with geological research are retained in addition to the specimens as part of the museum collection. Archival collections supplement future researchers' understanding of these collected specimens. These records include field notes; daily journals; maps and drawings; photographic negatives, prints, and slides; videotapes; sound recordings; raw data sheets; remote sensing data; copies of contracts; correspondence; repository agreements; specialists reports and analyses; reports and manuscripts; specimen inventories and field catalogs; analytical study data; computer documentation and data; tabulations and lists; reports on all scientific samples lost through destructive analysis. These records should be cataloged as part of the Resource Management Collection under archives.

c. Future Collections Activity
Future collecting activity in this area will concentrate on the acquisition of geological specimens collected at the park in part of research studies and compliance projects.

3. Paleontology

Uncontrolled surface collecting by visitors and park staff is prohibited. Fossils found on the surface by visitors should not be removed from their original location by the finder. They should be reported to park staff. If materials are turned in to park staff, appropriate measures must be taken to record provenience information, if possible, and that the objects/data are promptly given to the museum curator upon receipt by staff members.

a. Fossil Specimens
The collection contains a small collection of invertebrates and plants collected from unknown locations. It is anticipated that this collection may grow in the future, as a result of park resource management activities and authorized scholarly research.

b. Associated Records
All records associated with specimens collected in conjunction with paleontological research are retained in addition to the specimens as part of the museum collection. Archival collections supplement future researchers' understanding of these collected specimens. These records include field notes; daily journals; maps and drawings; photographic negatives, prints, and slides; videotapes; sound recordings; raw data sheets; remote sensing data; copies of contracts; correspondence; repository agreements; specialists reports and analyses; reports and manuscripts; specimen inventories and field catalogs; analytical study data; computer documentation and data; tabulations and lists; and reports on all scientific samples lost through destructive analysis. These records should be cataloged as part of the Resource Management Collection under archives.

c. Future Collections Activity
Future collecting activity in this area will concentrate on the acquisition of paleontological specimens collected at the park in part of research studies and compliance projects.

III. MUSEUM COLLECTIONS SUBJECT TO NAGPRA

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. In 1993, the Park determined that it has no collections that fall within the scope of the NAGPRA categories (unassociated funerary objects, sacred objects, or objects of cultural patrimony). Acquisition of such objects by the Park is not anticipated.

NAGPRA requires a written, item-by-item inventory of human remains and associated funerary objects to be completed no later than November 16, 1995. The Park has no human remains or associated funerary objects subject to NAGPRA in its museum collection.

IV. ACQUISITIONS

Acquisitions to the collection will be accepted by the Park's Superintendent in accordance with the Scope of Collection Statement and upon the advice of the Park's Chief of Resource Management, the Park's Curator and/or the National Capital Area's Director, Museum Resources Center. These recommendations will be based off the recommendations of the Collections Advisory Committees (CAC) evaluation of the appropriateness of new acquisitions by determining if the items fit the Scope of Collections Statement and if they can be managed according to Department of the Interior and National Park Service standards. All acquisitions will be recorded by the Park's Curator or their designee as specified in the Museum Handbook, Part II, Chapter 2. The Park will only accept unrestricted gifts into the collections.[4]

Acquisition of museum objects is governed by the Park's ability to manage and preserve them according to NPS Management Policies (2006), Chapter 5, the standards for managing museum objects in Director's Order-28, Cultural Resources Management Guideline, Chapter 3, the revised Special Directive 80-1 (March 1990) and the Museum Handbook, Part I. Acquisitions will be accepted through unconditional donations or bequests, field collection, purchases, transfers, exchanges, and loans of definite term. Excepting field collections, all proposed acquisitions or firearms, ammunition or munitions must be reviewed by the National Capital Area's Regional Curator/Director, Museum Resources Center, as required by Director's Order-44, Personal Property Management Guideline, Chapter 10. Firearms included on the Alcohol, Tobacco, and Firearms Bureau's lists of prohibited/restricted weapons requires concurrent review by the National Capital Area's Regional Curator/Director, Museum Resources Center and the Regional Law Enforcement Specialist.

The Park Superintendent, by delegation, represents the Director of the National Park Service and The Secretary of the Interior in accepting title to and bearing responsibility for museum objects. The Superintendent bears the ultimate responsibility for the acquisition and proper care and management of the museum collection. The Superintendent has delegated the day-to-day care of the collection to the Park's Curator, who works under the supervision of the Chief of Resource Management. All permanent acquisitions must receive formal approval from the Park Superintendent before they can be accepted into the museum collection. Upon receipt, all newly acquired objects and related documentation must be turned over to the Park Curator. The Park's Curator prepares, for the Division Chief's approval and the Superintendent's signature, all instruments of conveyance, letters of thanks, acceptance, or rejection, as appropriate, to the source of the acquisition.

V. USES OF COLLECTIONS

The park's museum collection may be used for exhibits, interpretive programs, research, publications, or other interpretive media. The primary considerations for the use of museum objects are the preservation of each object in question, of the collection as a whole, and accurate interpretation.

In accordance with NPS Management Policies (2006), Chapters 5 and 7, the Park will not exhibit Native American human remains or photographs of those remains. Drawings, renderings, or casts of such remains will not be displayed without the consent of culturally affiliated Indian tribes and Native Hawaiian organizations. The park will consult with culturally affiliated or traditionally associated peoples to determine the religious status of any object whose sacred nature is suspected but not confirmed. These consultations will occur before such an object is exhibited or any action is taken that may have an adverse effect on its religious qualities.

Researchers and other specialists may examine objects and archival materials under the conditions and procedures outlined in Director's Order #24: NPS Museum Collections Management (2008), Director's Order #28: Cultural Resource Management (2002), Cultural Resource Management Guideline (1998), and in the Park's written "Museum Collections Access Procedures." Outside researchers must submit a research proposal to the superintendent for review by the Park's Research Coordinator and other staff as appropriate.

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[4] Museum Handbook, Part II, p. 2:11

Any interpretive use defined as consumptive must be authorized in advance, as outlined in Director's Order #24: NPS Museum Collections Management (2008), Director's Order #28: Cultural Resource Management (2002), Cultural Resource Management Guideline (1998), and Director's Order #6: Interpretation and Education (2005). The use of reproductions is preferred to the consumptive use of original objects. CONSUMPTIVE USE FOR INTERPRETIVE, RESEARCH, OR ANALYSIS PURPOSES MUST BE APPROVED BY THE PARK'S CURATOR, CHIEF OF RESOURCE MANAGEMENT AND SUPERINTENDENT AND ULTIMATELY THE REGIONAL DIRECTOR.

Destructive analysis is a legitimate use of museum collections for approved research purposes when the impact is minor or when the object is common, in which case approval by the superintendent is required. If an object is rare or significant, a request for destructive analysis should be reviewed by the regional/SO curator and may be approved only by the regional director, as outlined in Director's Order #24: NPS Museum Collections Management (2008), Director's Order #28: Cultural Resource Management (2002) and Cultural Resource Management Guideline (1998).

Objects may be loaned out to qualified institutions for approved purposes in accordance with Museum Handbook, Part II, Chapter 5: Outgoing Loans. Institutions must meet accepted museum standards for security, handling, and exhibition of NPS museum objects. Sensitive materials may require additional conditions prior to a loan commitment. Expenses related to loans of museum objects, including shipping and insurance, will normally be assumed by the borrower.

Photographs of museum objects are made available to the public to provide an indirect use of the museum collection through publications and exhibits (including exhibits on the Park website). Many of the Park's artifacts have been illustrated in publications. Additionally, objects and their related information may be used for social media posts, housed on external websites to facilitate access, and other digital and web media.

All exhibits containing museum objects must have proper security, appropriate environmental controls, and proper mounts to ensure the long-term preservation and protection of the objects.

The exhibits that will contain museum property are as follows: Place in Time, Officer's Quarters, James Taylor, the Information Center, John Brown Museum, Storer College/Niagara Movement, Burton Jewelry Store, the Battle of Harpers Ferry, 1862, the Civil War Museum, and Harper House. Since these spaces contain museum property then they are not suitable for programs or demonstrations beyond the barriers. The industry museum will remain a mixed space since the museum collections in question are industrial machinery and were acquired to demonstrate the workings of the armory. These are an example of objects that would be appropriate for consumptive use. All other spaces are considered spaces appropriate for demonstrations and will not have museum property located in them.

VI. RESTRICTIONS ON COLLECTIONS

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

In accordance with NPS Management Policies (2006) 7.5.5 "Consultation" and 5.3.5.5 "Museum Collections," and Directors Order #24: NPS Museum Collections Management, curatorial staff should consult with traditionally associated peoples and other cultural and community groups for whom the collection has significance. Archeological objects in the museum collection will be made available to persons for use in religious rituals or spiritual activities in accordance with 36 CFR 79, Section 79.10(c), "Curation of Federally-owned and Administered Archeological Collections." Requests to borrow non-archeological material for religious ritual or spiritual activities will be addressed on a case-by-case basis. The park 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 Archaeological 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 Park 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 (FOIA) and Privacy Act Officer for consultation and possible review.

Restrictions may be placed on the publication of images or manuscripts in the museum collection if these materials are subject to copyright and the National Park Service does not hold the copyright.

All endangered, threatened, or rare plants and vertebrate and invertebrate animals will be collected only when accidentally killed or when 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 park will not knowingly be a partner to or encourage in any way the trafficking in illicitly collected materials.

VII. MANAGEMENT ACTIONS

This Scope of Collection Statement must be reviewed every two years and, when necessary, revised to remain supportive of and consistent with any changes in the Park's mission. Any revision to this document requires the approval of the Superintendent.

- 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 park's mission. Any revision to this document requires the approval of the park's Superintendent.

- At minimum, provide a digital copy of the park's accession book to the NCR Museum Resource Center every five years for backup museum collection documentation.

- The Park will continue to integrate items that are deemed permanent in the records retention schedule into the Resource Management Archives.

- Conservation of museum objects is now a priority with the completion of the paper survey in 2009 and the general collections condition survey in 2019.

- Complete a 100% inventory of history collections at the park.

- Continued evaluation of the collections will be ongoing. Review for duplication and appropriateness to the current Scope of Collections Statement. Deaccession as appropriate or remove from collections as accessioned in error if that fits the intended acquisition for selected pieces.

- Continue to remove collections that were accessioned in the 1980s that should be interpretive property for demonstration purposes in specific exhibit spaces. The spaces that should not have interpretation within the space are spelled out in Section V. of this document. These may be removed as Accessioned in Error.

- Transfer the loans from Gettysburg National Battlefield and Springfield Armory NHS to Park collections.

APPENDIX A: RESOURCE MANAGEMENT HIERARCHY

This may be replaced by a newer version without approval of a new SOCS. This is a dynamic document as new files are transferred to the archive and need to be integrated into the hierarchy.

Hierarchy (October 29, 2019)

SERIES I: Records of the Architect's Office
- **SUBSERIES A:** Building Files
  - **SUB-SUBSERIES 1:** Individual Historical Building Files, circa 1957-2005, undated
    (Arranged alphabetically by building name)
  - **SUB-SUBSERIES 2:** Projects
    - **SUB-SUB-SUBSERIES a:** Contracts, 1958-2003, undated
      (Arranged numerically by contract number)
    - **SUB-SUB-SUBSERIES b:** Buildings, 1990-2000
      (Arranged numerically by building number)
    - **SUB-SUB-SUBSERIES c:** Subject Files, 1989-2010
      (Arranged alphabetically by subject)
  - **SUB-SUBSERIES 3:** Reports, 1958-2009
    (Arranged alphabetically by title)
  - **SUB-SUBSERIES 4:** Reference Materials, 1960-1989, undated
    (Arranged alphabetically by subject)
- **SUBSERIES B:** Year-by-Year Professional Activities, 1956-1989
  (Arranged reverse chronologically and alphabetically by document type thereunder)
- **SUBSERIES C:** HAFE Subject Files, circa 1957-2000
  (Arranged alphabetically by subject)
- **SUBSERIES D:** Lynne Wigfield Desk Files, 1999-2000
  (Unarranged?)
  - **SUB-SUBSERIES 1:** Administrative Files
  - **SUB-SUBSERIES 2:** Correspondence by Structures
  - **SUB-SUBSERIES 3:** Flood Recovery Files
  - **SUB-SUBSERIES 4:** Photographs

SERIES II: Records of the Land Manager's Office
- **SUBSERIES A:** Deeds, 1869-2006
  (Arranged alphabetically by site name and numerically or chronologically thereunder)
- **SUBSERIES B:** Land Tract Files, 1952-2011
  (Arranged numerically by land tract number and reverse chronologically thereunder)
- **SUBSERIES C:** Boundary Files, 1988-2009
  (Arranged alphabetically by location or by subject)
- **SUBSERIES D:** Adjacent Properties Files, 1965-2010
  (Arranged alphabetically by surname, location, or company name)
- **SUBSERIES E:** Land Issues, 1962-2011
  (Arranged alphabetically by subject)
- **SUBSERIES F:** Mapping and Surveying
  - **SUB-SUBSERIES 1:** General, circa 1970s-1980s
    (Arranged reverse chronologically if applicable; maintain original order if undated)
  - **SUB-SUBSERIES 2:** GIS/GPS, 1990s-2010
    (Arranged reverse chronologically if applicable; maintain original order if undated)
  - **SUB-SUBSERIES 3:** Aerial Photographic Material, 1980s-1990s, undated
    (Arranged reverse chronologically if applicable; maintain original order if undated)
- **SUBSERIES G:** Subject Files, 1963-2011
  (Arranged alphabetically by subject)
- **SUBSERIES H:** Oversize Maps and Drawings, circa 1957-2009
  (Arranged alphabetically by subject and chronologically thereunder)

SERIES III: Interpretation and Cultural Resources Records
- **SUBSERIES A:** Records of the Chief of Interpretation and Cultural Resource Management
  - **SUB-SUBSERIES 1:** Interpretation Operations - Dennis Frye Desk Files
    (Maintain original order)
  - **SUB-SUBSERIES 2:** Cultural Resource Management - Dennis Frye Desk Files
    (Maintain original order)
  - **SUB-SUBSERIES 3:** Publications - Dennis Frye Desk Files
    (Maintain original order)
  - **SUB-SUBSERIES 4:** Matt Graves Desk Files
  - **SUB-SUBSERIES 5:** Paul Lee Desk Files
- **SUBSERIES B:** Records of the Curator
  - **SUB-SUBSERIES 1:** Museum Collection
  - **SUB-SUBSERIES 2:** Planning and Projects
    (Arranged chronologically if applicable; maintain original order if undated)
  - **SUB-SUBSERIES 3:** Correspondence and Research
    (Arranged chronologically if applicable; maintain original order if undated)
  - **SUB-SUBSERIES 4:** Staffing
    (Arranged chronologically if applicable; maintain original order if undated)
  - **SUBSERIES C:** Records of the Historian
    - **SUB-SUBSERIES 1**: Snell Card Files
  - **SUB-SUBSERIES 2:** Charles Snell Desk Files
  - **SUBSERIES D:** Exhibit Planning
  - **SUBSERIES E:** Photographs
    - **SUB-SUBSERIES 1:** Modern Photograph Collection
    - **SUB-SUBSERIES 2:** Slides
  - **SUBSERIES F:** Special Projects
    - **SUB-SUBSERIES 1:** Planning Documents
      (Unorganized, added as found in employee files or transferred back to park)
      - **SUB-SUB-SUBSERIES a:** Collection Management Plan
      - **SUB-SUB-SUBSERIES b:** Collection Storage Plan
      - **SUB-SUB-SUBSERIES c:** Scope of Collections Statement
      - **SUB-SUB-SUBSERIES d:** Carol Petravage's Exhibit Files
      - **SUB-SUB-SUBSERIES e:** Administrative History 2004
      - **SUB-SUB-SUBSERIES f:** Scope of Collections Statements
    - **SUB-SUBSERIES 2:** Scripts
  - **SUB-SUBSERIES 3:** AAM Accreditation
    (Arranged chronologically if applicable)
  - **SUBSERIES G:** Reports (HFR)
  - **SUBSERIES H:** Oral History
- **SUBSERIES I:** Community Bulletin

SERIES IV: Records of the Natural Resource Program
- **SUBSERIES A:** General Files
- **SUBSERIES B:** Photographs
- **SUBSERIES C:** Maps and Drawings

SERIES V: Records of the Archeology Program
- **FU 1:** Maryland Heights
- **FU 2:** Loudoun Heights
- **FU 3:** Smith and Forging Shop

SERIES VI: Compliance Records
- **SUBSERIES A:** Pre 2004 Compliance Files

Arranged numerically by project number
SUBSERIES B: 2005 to present Compliance Files
Arranged numerically by PEPC number.

SERIES VII: Records of the Law Enforcement Program

SERIES VIII: Records of the Administrative Program
SUBSERIES A: Ken Starnes Desk Files

SERIES IX: Records of the Facilities Management Program
SUBSERIES B: Cultural Landscape Reports
SUB-SUBSERIES A: Reports
SUB-SUBSERIES B: Background Materials
SUB-SUBSERIES C: Photographs

SERIES X: Youth Conservation Corps

Series XI: Administrative Files
Subseries A: Superintendent's Files, 1983-1985
Arranged by superintendent and then alpha by file unit
Subseries B: Central Files (from date to end of DO19)
Arranged by File Code
Subseries C: Budget Files, 1976-2004 (18 lf)
Create sub-subseries by record type and file chron within each. May include the following:
SUB-SUBSERIES 1: Third Party Drafts
SUB-SUBSERIES 2: Fleet Accounting
Subseries D: Contract Files, 1954-2010
Subseries E: Public Affairs (Marsha Wassel**)**
SUB-SUBSERIES 1: Files
Subject files (arrange alpha by folder title**)**
SUB-SUBSERIES 2: Scrapbooks
SUB-SUBSERIES 3: Clippings Files
SUB-SUBSERIES 4: b

Series XII: Reports (aka HFR)
Arranged numerically by assigned HFR number

Series XIII: Maps (aka HFM)
Arranged numerically by assigned HFM number

APPENDIX B: PROCESSING PLAN FOR THE RMC

Collection Title: HAFE Resource Management Collection

OVERVIEW OF CURRENT STATE
Size:
The collection currently has 195 LF processed with an additional estimated 349 LF to be added.

Accession information:
Primary Accession: HAFE-1349
Other Accessions: HAFE-1140, HAFE-1174, HAFE-1344, and HAFE-1359
This number will grow as more archeology accessions are processed and added to the collection.

Provenance:
This collection is the transfer of files from employees to the archives following the records management process. This is the official records of the park and how it has been managed over time.

Restrictions:
There are no restrictions beyond those stated in policy in regards to personally identifiable information and archeology.

Biographical Sketch:
This collection is created by multiple staff members over a wide span of time. Biographical sketches are being created in the collection description as a whole.

Scope and content:
Correspondence, reports, notes, drafts, bound volumes, blueprints, deeds, transcripts, drawings, disks, slides, and photographs relating to all aspects of the administration of Harpers Ferry National Historical Park. Topics covered include curatorial issues, land acquisition, and preservation initiatives.

Appraisal and research strengths:
This is required by law as part of the records management process. These are official records of the federal government.

Existing folders, description, order:
Use the creator's titles in the inventory. Keep in original order if possible. If it arrived in a disorganized manner then an order may be imposed. This will be case by case in regards to the person transferring the files to this collection.
Create a container list using Word or equivalent. After the series is processed then this can be copied and pasted into the appropriate supplemental record in MCMS.

ARRANGEMENT
SERIES I: Records of the Architect's Office (34 document boxes and 4 vertical file cabinets)
SERIES II: Records of the Land Manager's Office (2 document boxes, 1 lateral file cabinet, 1 map cabinet, and one rolled storage cabinet)
SERIES III: Interpretation and Cultural Resources Records (212 document boxes and 24 record cartons)
SERIES IV: Records of the Natural Resource Program (24 record cartons)
SERIES V: Records of the Archeology Program (36 document boxes)
SERIES VI: Compliance Records (20 document boxes)
SERIES VII: Records of the Law Enforcement Program (not surveyed)
SERIES VIII: Records of the Administrative Program (not surveyed)
SERIES IX: Records of the Facilities Management Program (6 document boxes)
SERIES X: Youth Conservation Corps (12 document boxes)
Series XI: Administrative Files
Series XII: Reports (aka HFR) (4 visual cabinets)

Series XIII: Maps (aka HFM)

In general the series are chronological in order. All files are in labeled folders.

PROCESSING LEVEL and other DESCRIPTION and MPLP issues
Describe material at a folder level, and refolder material into acid-free legal-size folders. All folders and attachments need to be replaced.

WORK SUMMARY

- Sort collection into series
- Separate printed material and have it searched in Hollis and OCLC by student
- Refolder and describe series
- Remove fasteners as part of the refoldering process.
- Write original folder titles on new folder tab and collection information on top right of folder face.
- Create separation sheets for oversize and digital materials.
- Input folder list into MCMS to prepare finding aid

DURATION
For full time processing an archivist must be able to refolder and describe 3 cartons of material a week during periods of active processing in order to reach 80 to 100 linear feet over the course of the year. However, this will likely take longer as this collection is being processed by multiple people as records are transferred.

SUPPLIES
Letter size document boxes
Letter size file folders
Acid-free paper for interleaving
Adhesive label holders for boxes

PRESERVATION
No known issues.

STORAGE
This contains a wide variety of photographs, digital media, AV media, and oversize paper.