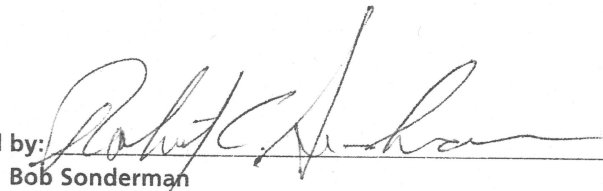


DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
MARY MCLEOD BETHUNE COUNCIL HOUSE NATIONAL HISTORIC SITE

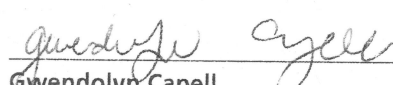
Scope of Collection Statement

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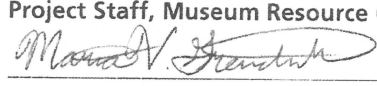

Bob Sonderman
Regional Curator

9/9/15
Date

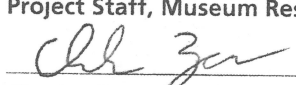
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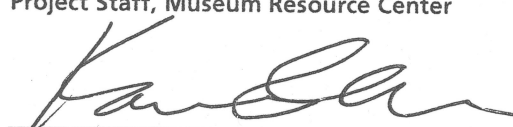

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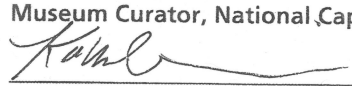
Reviewed By:


Kenneth Chandler
Archivist, National Archives for Black Women's History

11/9/2015
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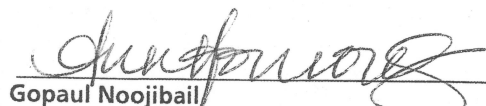

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I. INTRODUCTION

A. Executive Summary

Mary McLeod Bethune Council House National Historic Site (MAMC) is a historic house museum administered by the National Park Service (NPS). It is open to the public as a museum and as a scholarly research archive dedicated to the preservation and interpretation of the life and legacy of Mary McLeod Bethune; the history, lives, and contributions of African America women; and the struggle for civil rights in the United States of America.

As part of this mission, MAMC administers a museum collection comprised primarily of archival collections including the National Archives for Black Women's History. Additionally, the MAMC museum collection contains historic objects, artifacts, and furnishings associated with Mary McLeod Bethune, the National Council of Negro Women Council House, and African American women's civil rights surrounding the period of significance of the site, 1945-1966.

A small portion of the MAMC museum collection is exhibited onsite at the Mary McLeod Bethune Council House National Historic Site. Non-exhibited museum collections and the National Archives for Black Women's History are located at the NPS National Capital Region's Museum Resource Center in Landover, Maryland.

At present, the MAMC museum collection does not have archeological, ethnographic, or natural history sub-collection components; however, future scientific research or preservation projects at the site may result in the generation of such collections. The MAMC historical and archive sub collections continue to grow through ongoing research and projects, and to a lesser extent through active collecting and donations.

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

Mary McLeod Bethune Council House NHS
National Archives for Black Women's History
Archivist
c/o Museum Resource Center
3300 Hubbard Road
Landover, Maryland 20785-2010
301 832-3977 (office phone)
301 583-0953 (fax)
NABWH_Archivist@nps.gov (email)

B. Purpose of the Scope of Collection Statement

This Scope of Collection Statement (SOCS) defines the scope of present and future museum collection holdings of MAMC, a unit of National Capital Parks-East (NACE), that contribute directly to the understanding and interpretation of the purpose, themes, and resources of the site, as well as those objects that the National Park Service is legally mandated to preserve. It is designed to ensure that all of the museum collection of MAMC is clearly relevant to the site.

C. Legislation Related to the National Park Service Museum Collections

The National Park Service's 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.); the Historic Sites Act of 1935 (16 USC 461-467); the Management of Museum Properties Act of 1955 (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 469-469c-2); the Archeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm); and the National Parks Omnibus Management Act of 1998 (16 USC 5901). As of December 19, 2014, several of the commonly known laws specific to the National Park Service mentioned above have been realigned under Title 54 of the U.S. Code (54 USC).

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

Mary McLeod Bethune (1875-1955) began her career as an educator and went on to become a celebrated leader, activist, diplomat, and presidential advisor. She established the Daytona Normal and Industrial Institute for Negro Girls in Daytona Beach, Florida in 1904 (now Bethune-Cookman University); she became the president of the National Association of Colored Women's Clubs (NACWC) in 1924; and she served as Special Advisor on Minority Affairs for President Franklin D. Roosevelt from 1935 to 1944. She also served as the Director of Negro Affairs in the National Youth Administration from 1936 to 1944.¹ Bethune became the first African American woman to hold such a high federal government position. She received honorary doctorates from Lincoln University, Pennsylvania; Bennett College; the Tuskegee Institute; Howard University; Atlanta University; Wiley College; West Virginia State College; Rollins College and Benedict College. Bethune worked tirelessly to influence legislation affecting African Americans and women, and continued to be an important voice for human rights until her death at the age of 79.

In her role as a national advocate for women's rights and racial advancement, Bethune founded the National Council of Negro Women (NCNW) on December 1935 as a way to promote cooperation

¹ *Mary McLeod Bethune Council House Historic Structure Report*, 2008. p. 30.

and unity of action among African American women's organizations. In 1940, the NCNW agreed that there would be a national headquarters established in Washington, DC, to act as "[a] memorial and shrine in honor of those pioneer Negro women leaders who hewed a pathway for us to follow" and a place to "house and preserve historical archives depicting the history of Negro women."²

On November 18, 1943, Bethune made a down payment on a furnished three-story brick row house built circa 1875 located at 1318 Vermont Avenue NW, Washington, DC. Later on December 18, 1943, the Executive Council of the NCNW passed a resolution approving Bethune's action to purchase the house.³

The NCNW Council House was dedicated on Sunday, October 15, 1944.⁴ Speakers at the ceremony included Agnew Meyer—journalist, philanthropist, education activist, and wife of Eugene Meyer, the owner and publisher of *The Washington Post*; Charlotte Hawkins Brown, educator and founder of the Freeman Palmer Memorial Institute; and First Lady Eleanor Roosevelt.⁵

From 1943 until 1966, the Council House served as the national headquarters of the NCNW. It also served as the Washington, DC, residence of Mary McLeod Bethune in her role as the NCNW president until 1949 when she stepped down from the post.

The NCNW continued to occupy the house until January 27, 1966, when a basement fire rendered the building deficient.⁶ The Council House remained vacant until 1975 when renovations began on the structure. On November 11, 1979, the NCNW opened the Mary McLeod Bethune Memorial Museum and National Archives for Black Women's History in the Council House.⁷

The NCNW Council House was designated a national historic site under Public Law 97-329 (96 Stat. 1615) on October 15, 1982. Soon after the 1982 designation, the NCNW founded Bethune Museum and Archives, Inc., a dedicated 501(c)3 not-for-profit corporation, to administer the site with assistance from the National Park Service. Under the provisions of Public Law 102-211 (105 Stat. 1652) on December 11, 1991, the National Park Service was authorized to acquire and manage the Council House as part of the national park system "to preserve and interpret the life and work of Mary McLeod Bethune, preserve and interpret the history, lives, and contributions of African American women; and preserve and interpret the struggle for civil rights in the United States of America."⁸ The NPS opened the site to the public as a unit of the NPS on October 1, 1994.

In 2014, the NPS relocated the MAMC museum collection (with the exception of current exhibited collections at MAMC) from the site's carriage house to the NPS National Capital Region's Museum

² *Mary McLeod Bethune Council House Historic Structure Report*, 2008. p. 31.

³ *Ibid.*

⁴ *Ibid.*

⁵ " *Mary McLeod Bethune Council House Historic Structure Report*, 2008. p.32-33.

⁶ *Ibid.*, p. 36.

⁷ *Ibid.*, p. 15.

⁸ Public Law 102-211 (105 Stat. 1652).

Resource Center in Landover, Maryland, to ensure the continued safety and availability of the collections for the general public.

Major periods of significance of the MAMC museum collection span the life of Mary McLeod Bethune from 1875-1955 and the years in which the National Council of Negro Women were headquartered at the site from 1943-1966.

Site statements of significance as listed in the *General Management Plan/ Environmental Impact Statement* (2001) for MAMC are as follows:

- The Mary McLeod Bethune Council House National Historic Site served as the headquarters of the National Council of Negro Women from 1943–1966. Mary McLeod Bethune was a renowned educator, organizer, national political leader, a president of the National Association of Colored Women, and founder and president of the National Council of Negro Women.
- It is at this site that Mary McLeod Bethune achieved her greatest national and international recognition.
- At the Mary McLeod Bethune Council House National Historic Site, the first headquarters of the National Council of Negro Women, Bethune and the Council spearheaded strategies and developed programs that advanced the interests of African American women and the Black community.
- The site is the location of the National Archives for Black Women's History-archival collections dedicated to the documentation of African American women, their history, and their organizations.

The purpose of the MAMC site and collection as listed in the *General Management Plan/ Environmental Impact Statement* (2001) for MAMC is as follows:

- Interpret the life and legacy of Mary McLeod Bethune.
- Document and interpret the history of African American women and their organizations during the Bethune area, 1875-1955.
- Document and interpret the history of African American women in the struggle for civil rights in the United States.
- Collect and preserve the individual and collective historical records of African American women and their organizations in keeping with the Bethune era and legacy.
- Ensure the preservation, rehabilitation, and maintenance of historic structures and features of the site to the period of most historical significance, 1943-1966.
- Preserve the historical furnishings and artifacts relating to Mary McLeod Bethune and the National Council of Negro Women.

- Administer the site in accordance with the legislation to ensure the site's preservation and interpretation.
- Enter into cooperative agreements with nonprofit groups/organizations as necessary to carry out the mission of the Mary McLeod Bethune Council House National Historic Site.

According to the *General Management Plan/ Environmental Impact Statement* (2001) for MAMC, the principal interpretive theme of the site and collection is "to commemorate the life, achievements, and legacy of Dr. Mary McLeod Bethune" through support from the following sub themes:

- personal life
- religion/moral rearmament
- education
- organizations
- World War II activities
- democracy and Americanism
- civil rights
- race relations
- women
- internationalism
- heritage documentation

Furthermore, the *General Management Plan/ Environmental Impact Statement* (2001) divides the themes of the site into four modules:

- Bethune—the person
- Bethune—the philosopher (stressing the topical areas of women, education, religion, democracy and Americanism, and internationalism)
- Bethune—the activist (stressing all eleven topical areas)
- Bethune—the legacy

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

Archeological materials, except inalienable and communal property (as defined by the Native American Graves Protection and Repatriation Act of 1990 [25 USC 3001-13]), recovered from within the site's boundaries through systematic collection are Federal property and must be retained in the site's museum collection in accordance with 43 CFR 7.13 and *NPS Management Policies* (2006).

In accordance with the NPS Research Permit and Reporting System, permits to collect natural resource specimens state that retained specimens remain Federal property and will be incorporated into the site's museum collection. As stated in 36 CFR 2.5, any natural history specimen collection permits issued by the Superintendent require the following conditions: (1) Specimens placed in displays or collections will bear official NPS 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 shall be filed with the Superintendent.

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

Other laws, regulations, directives and conventions pertinent to the acquisition of museum collections at the site include: the Lacey Act of 1900 (18 USC 43-44); the Migratory Bird Treaty Act of 1918 (16 USC 703711); the Bald Eagle Protection Act of 1940, as amended (16 USC 668-668d); the Federal Property and Administrative Services Act of 1949, as amended (40 USC 483[b]); the Federal Records Act of 1950, as amended (*Records Management by Federal Agencies* [44 USC 3101 *et. seq.*]); the Freedom of Information Act of 1966, as amended (5 USC 552); the Marine

Mammal Protection Act of 1972 (16 USC 1361-1407); the Endangered Species Act of 1973, as amended (16 USC 1531-1543); the Privacy Act of 1974 (5 USC 552a); the Copyright Act of 1976 (17 USC 101 *et seq.* [1988 & Supp. V 1993]); the American Indian Religious Freedom Act of 1978 (42 USC 1996); the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 USC 3001-3013); Federal Property Management Regulations (FPMR), 41 CFR 101; 410 Departmental Manual, Interior Property Management Regulations (IPMR); 411 Departmental Manual, *Managing Museum Property*, Chapters 1-3; *Curation of Federally-Owned and Administered Archeological Collections*, 36 CFR 79; NAGPRA Final Regulations, 43 CFR 10; *Disposition of Federal Records*, 36 CFR 1228; *Protection of Archeological Resources*, 43 CFR 7; *Preservation of American Antiquities*, 43 CFR 3; *Preservation, Arrangement, Duplication, Exhibition of Records* (44 USC 2109); *Disposal of Records* (44 USC 3301 *et seq.*); *Director's Order #11D: Records and Electronic Information Management*(2012); *Director's Order #24: NPS Museum Collections Management*; *Director's Order #28: Cultural Resource Management*; *Director's Order #44: Personal Property Management*; the 1983 Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97-446 in 1983, 19 USC 2601). As of December 19, 2014, several of the commonly known laws specific to the National Park Service mentioned above have been realigned under Title 54 of the U.S. Code (54 USC).

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

The Mary McLeod Bethune Council House National Historic Site was listed in the District of Columbia's Inventory of Historic Sites on May 9, 1975 and on the National Register of Historic Places on October 15, 1982.

II. TYPES OF COLLECTIONS

The legal mandates; resource management goals and objectives; and interpretive themes stated in *Section I Introduction* provide general direction for acquiring materials for the museum collection of MAMC. National Park Service museum collections are divided into two main categories: cultural (archeology, ethnology, history, and archive) and natural (biology, geology, and paleontology.) The guidelines identified in the following sections for each collecting category are intended to guide collecting and to prevent arbitrary and excessive growth of the park's museum collection, while ensuring that the collection remains relevant to the mission and purpose of MAMC.

As stated in *Section IV* of the *NPS Museum Handbook* (2000), reproductions which are acquired for exhibition purposes are managed as part of the museum collection until it is determined that they have reached the end of their useful life. Original objects and reproductions acquired exclusively for

living history and reference library materials acquired by the park are managed separately from the museum collection. NPS policies and procedures followed for library materials are outlined in *Director's Order #28: Cultural Resources Management Guideline, Section A. Chapter 2* (1998).

A. Cultural Collection

The purpose of the cultural collection of MAMC is to support the site's mission, interpretation, scientific research, education, and resource management programs through exhibits, research, and interpretive programs.

To ensure that only relevant objects and archival materials are accessioned into the collection, future growth of the collection should be restricted to materials that fulfill the following:

- Interpretive and/or research needs identified in the site's *General Management Plan* (1976, reprinted in 1981), *Long-Range Interpretive Plan* (2010), exhibit plans, and other applicable site planning documents and resource studies.
- Enhancing the understanding of and promoting increased stewardship of the site's cultural resources.
- Cultural resource baselines/inventorying and monitoring activities.
- Regulatory and compliance activities such as those mandated by the National Historic Preservation Act of 1966, as amended, and the Archeological Resources Protection Act of 1979 and the National Environmental Policy Act of 1970.

The cultural collection of MAMC is subdivided into four disciplines: archeology, ethnology, history, and archive. Cultural collections from the site, or those directly associated with persons or events commemorated by the site are more desirable than similar materials without primary association. The following identifies, by discipline, sub-collection areas in the MAMC museum collection appropriate to the mission of the site.

1. Archeology Collection

There are currently no archeological collections associated with the Mary McLeod Bethune Council House National Historic Site. Such collections may be generated in response to cultural resource management requirements related to legal mandates, development of site facilities, preservation-related activities, research requirements, and/or interpretive needs.

Archeological collections are generated in response to cultural resource management requirements related to legal mandates and by research authorized under the Archeological Resources Protection Act of 1979 (ARPA), as amended (16 USC 470aa-mm).

Archeological materials recovered within the boundaries of the site and all associated documentation are the property of the United States and will be maintained in the museum collection in accordance with 43 CFR 7 and *NPS Management Policies* (2006) [except inalienable and communal property, as defined by NAGPRA]. Archeological materials may be recovered only by NPS archeologists or archeologists affiliated with approved institutions, in compliance with the Act for the Preservation of American Antiquities (34 Stat. 225) and ARPA. Artifacts and specimens recovered as a result of an ARPA investigation become part of the collection once the case is closed.

Uncontrolled surface collections by visitors and park staff are illegal according to the *Code of Federal Regulations, Title 36, Volume I* (36 CFR 2.1). The finder should not remove artifacts found on the surface from their original location; instead, they should report them to the site. If materials are turned in to the site, appropriate measures must be taken to ensure that the finder collects no more material, the precise provenience information is recorded, if possible, and the subject objects and data are delivered promptly to the site museum custodial officer. Unless the items are determined to be archeologically significant by a professional archeologist, they should not be cataloged into the site's museum collection.

Should the generation of archeological collections begin at MAMC, the site's archeology collection will include:

- a. **Future Collections Activity.** Archeological research projects within the site may result in the collection of artifacts, ecofacts, or other data.

2. Ethnology Collection

At current, the site does not have ethnological materials in its museum collection. Should collection of ethnological materials begin at MAMC, this sub collection will include:

- a. **Future Collections Activity.** Ethnographical research projects may result in the acquisition of collection materials to support the interpretive themes of MAMC or from important current or commemorative events held at the site.

3. History Collection

The history collection is an important component of the interpretive and resource management programs and supports the mission of the site. Only historic material that has a direct association with the site should be included in the museum collection. When a large quantity of an object is available, priority is given to acquiring the best-preserved example. Based upon the foundational legislation of the site, Public Law 102-211 (105 Stat. 1652), and the interpretive themes identified in the *General Management Plan* (2001), the following collection sub categories have been identified for the history collection of MAMC:

- a. **Mary McLeod Bethune Era (1875-1955).** Historical collection materials in this sub-group include objects and artifacts that illustrate the life, work, and achievements of Mary McLeod Bethune. Objects that depict facets of Bethune's personal life as an educator, organizer, national political leader, president of the National Association of Colored Women, and/or founder and president of the National Council of Negro Women are collection priorities. Artifacts that demonstrate who she was as a person, a philosopher- (stressing the topical areas of women, education, religion, democracy and Americanism, and internationalism), a civil and woman rights activist, and her legacy are focuses for inclusion.
- b. **Struggle for Civil Rights (1943-1966).** This sub category of collecting includes objects and artifacts collected to preserve and interpret the struggle for civil rights in the United States as it relates to Mary McLeod Bethune and the National Council of Negro Women during the period of significance of the Council House, 1943-1966.
- c. **History of African American Women (1943-1966).** Collections contributing to this sub group focus on objects and artifacts that preserve and interpret the history, lives, and contributions of African American women in relation to the development of the United States as it relates to Mary McLeod Bethune and the National Council of Negro Women during the period of significance of the Council House, 1943-1966.
- d. **National Council of Negro Women Council House Headquarters Period (1943-1966).** Materials in this sub category include objects, artifacts, and furnishings directly associated with the period the Council House served as the National Council of Negro Women headquarters. It is at this site that Mary McLeod Bethune achieved her greatest national and international recognition. Items indicative of the period when Bethune was the National Council of Negro Women president are collecting priorities. Acquisition of reproduction and non-associated artifacts and period furnishings should be only in response to the development, and approval, of a formal historic furnishings plan.
- e. **Historic Fabric.** When original architectural fabric is removed from a historic structure during a preservation or repair project, a representative portion will be preserved and accessioned into the museum collection along with any associated documentation. This may include paint and wallpaper samples, woodwork, brick, fixtures, and hardware.

- f. **Commemorative Events.** This sub category includes memorabilia from important/significant current or commemorative events at the site.
- g. **Future Collections Activity.** Future collections activity will concentrate on the acquisition of outstanding examples currently not represented in the collection and deficiencies noted in the future exhibit plans or other planning documents. This will ensure that the history collection is relevant to the interpretive and cultural resource needs of the site.

4. Archive Collection

The MAMC archival collection consists of all types of documents regardless of format. Documents may be in hardcopy (paper) or any kind of magnetic, electronic, digital, or film technology. Materials may include documents; manuscripts; drawings; field notes; films; laboratory reports; maps; oral histories; blueprints; photographic negatives, prints, and slides; reports; resource management files; and audio and video tapes that document the site's development, history, and/or mission. In specific circumstances carbon copies, photocopies, and other duplicates may be regarded as original documents.

The MAMC archival collection also contains the National Archives for Black Women's History which was transferred to NPS stewardship with the acquisition of the Mary McLeod Bethune Council House National Historic Site from the National Council of Negro Women.

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

Based upon the site's foundational document, Public Law 102-211 (105 Stat. 1652), and the interpretive themes identified in the *General Management Plan* (2001), the following categories have been identified for the archival collection of MAMC:

- a. **Mary McLeod Bethune.** This sub-group includes archival materials which illustrate the life, work, and achievements of Mary McLeod Bethune. Documents, regardless of format, which depict facets of Bethune's personal life as an educator, organizer, national political leader, president of the National Association of Colored Women, and/or founder and president of the National Council of Negro Women are priorities. Those that demonstrate who she was as a person, a philosopher-(stressing the topical areas of women, education, religion, democracy and Americanism, and internationalism), a civil and woman rights activist, and her legacy, are also priorities for inclusion.
- b. **National Council of Negro Women's National Archives for Black Women's History.** This category focuses on documenting the history, lives, and contributions of African American women and their organizations in the United States. It consists primarily of

archival materials collected by the National Council of Negro Women and the Bethune Museum and Archives, Inc. prior to transfer of stewardship to the NPS in 1994. Materials in this grouping include records and papers from individuals and organizations associated with the National Council of Negro Women during the Council House's period of significance, 1943-1966. Records of the National Council of Negro Women office may be collected, but only for the years 1935-2000. Existing sub-groups created by the National Council of Negro Women in this category which fall outside of the SOCS may be retained (e.g. the Moton Family Freedom Papers), but should not be augmented. Existing organizational records or personal papers in this group may be augmented on a small scale, but new acquisitions for this legacy collection are discouraged.

- c. **Struggle for Civil Rights (1935-1966).** Archival and manuscript collection materials in this sub-category include those collected to preserve and interpret the struggle for civil rights in the United States as it relates to Mary McLeod Bethune and the National Council of Negro Women during the Council House's period of significance, 1943-1966. Extensive existing NCNW-related material in the collection dating through 1999 should be retained, but no further augmentation of records from the NCNW outside the period of significance should be collected.
- d. **History of African American Women (1935-1966).** Archival and manuscript collection materials in this sub-group are collected to preserve and interpret the history, lives, and contributions of African American women in relation to the development of United States as it relates to Mary McLeod Bethune and the National Council of Negro Women during the Council House's period of significance, 1943-1966, and the earliest history of the NCNW (1935-1943).
- e. **Library Materials.** Rare books (as well as other books and library materials retained for their physical properties, associative value, or for purposes of exhibition or historic furnishing plans) are managed as part of the site's museum collection.
- f. **Resource Management Records.** This category includes documentation created by MAMC, or acquired by the site, in the course of everyday business to record information on cultural or natural resources and their management over time. Resource management records are the documentary products of archeological surveys and excavations, natural resource surveys, historic structure and cultural landscape research, scientific projects, and various natural and cultural resource maintenance projects. These records (regardless of format) document park resources and serve as information bases for their continued management. Resource management records include drawings, field notes, films, laboratory reports, maps, manuscripts, oral histories, photographic negatives, prints, and slides, reports; audio and video tapes, and born-digital materials. Copies of official records or documents held for the NPS by the National Archives and Records Administration in accordance with *Director's Order #11D: Records and Electronic Information Management* (2012), and the *NPS Records Disposition Schedule* (2003) should not be included in the museum collection.

- g. Commemorative Events.** This sub-category includes archival documents from important/significant current or commemorative events at the site which are to be included in the museum collection.
- h. Future Collections Activity.** Current and future archival, manuscript, and resource management record collection materials will be managed in accordance with *Director's Order #11D: Records and Electronic Information Management* (2012) and the *NPS Records Disposition Schedule* (2010). The site's Records Management Committee examines all site files before they are transferred to the National Archives and Records Administration or disposed of, to ensure the retention of important official records in the site.

B. Natural History Collection

The Mary McLeod Bethune Council House National Historic Site currently does not have a natural history collection.

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

To ensure that only well-documented and appropriate specimens are retained, future growth of the MAMC natural history collection is restricted to specimens and associated records generated through:

- Authorized scholarly research and selective acquisition based on:
 - Needs identified in the site's *General Management Plan* (1976, reprinted in 1981), *Foundation Document Draft* (2013), and other applicable park planning documents and resource studies
 - Service wide initiatives
- Enhancing understanding of and promoting increased stewardship of the site's ecosystem
- Inventorying and Monitoring Activities
- Regulatory and compliance activities such as those mandated by the National Environmental Policy Act of 1969, as amended

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 staff) can work in the site 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. Pursuant to 36 CFR 2.5(g), all specimens, associated field data, and project documentation resulting from a collection permit issued by the site Superintendent will be accessioned into the museum collection. Questions related to collecting within the site should be addressed to the site's research coordinator.

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

Acquisitions and the future growth of the natural history collection of MAMC are initiated by Park staff and will be restricted to specimens and associated records divided into three categories: biology, geology, and paleontology and will include:

- a. Future Collections Activity.** Biological, geological, or paleontological research projects within the site may result in future natural history collections of artifacts or specimens.

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

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

The site has determined that it has no collections that fall within the scope of the NAGPRA categories. Acquisition of such objects by the site is not anticipated.

IV. ACQUISITIONS

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

In accordance with NPS policy, the site will discourage gifts with restrictions or limiting conditions. Incoming loans will be acquired only for a particular purpose such as research or exhibition, and for a specified period. Museum objects are acquired, accessioned, and cataloged in accordance with the *NPS Museum Handbook, Part II Museum Records* (2008).

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

All permanent acquisitions must receive formal approval from the site 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 Archivist. The Archivist prepares, for the Superintendent's signature, all instruments of conveyance, and letters of thanks, acceptance, or rejection, and transmits them as appropriate to the donor, lender, vendor, or other sources of acquisition.

V. USES OF THE COLLECTION

The site's museum collections may be used for exhibits, interpretive programs, research, and other interpretive media such as publications based on museum objects. The governing consideration on the use of museum objects is the conservation of each object in question and of the MAMC collection as a whole.

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

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

To fulfill the principal purposes of the site as described in *Section I Introduction*, the objects in the museum collection may be used for exhibits, research, and interpretive programs under the following conditions:

- All exhibits or displays containing museum objects must have proper security and appropriate environmental controls to ensure their long-term preservation.
- Museum collections will be available for research purposes consistent with the preservation of the collection, subject to the guidelines outlined in *Director's Order #28 Cultural Resources Management* (1998), *Director's Order #24 Museum Collections Management* (2008), and *Cultural Resource Management Guideline* (1997). No use of the museum collection will be permitted without a curatorial staff present. Prior arrangements must be made to examine museum collection materials. Outside researchers who wish to use the collection must complete an application form, which will be reviewed by MAMC curatorial staff.
- Museum objects will not be used in interpretive demonstrations. Exhibits may be incorporated into programs through organized tours or other non-consumptive techniques.
- Requests for consumptive analysis or testing of museum materials will comply with restrictions and procedures outlined in *Director's Order #28* (1998).
- Objects may be loaned to qualified institutions for approved purposes in accordance with *NPS Museum Handbook, Part II, Chapter 5, Outgoing Loans* (2000). No loans are made to individuals. Institutions must meet NPS museum standards for security, handling, and exhibition of museum objects. Sensitive materials may require additional conditions prior to a loan commitment. Expenses related to the loan of museum collection objects, including shipping and insurance, must be assumed by the borrower.

Any interpretive use defined as consumptive must be authorized in advance, as outlined in *Director's Order #24: Museum Collections Management* (2008), *Director's Order #28: Cultural Resource Management* (1998), *Cultural Resource Management Guideline* (1997), and *Director's Order #6: Interpretation and Education* (2005). The use of reproductions is preferred to the consumptive use of original objects.

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 Curator and may be approved only by the Regional Director, as outlined in *Director's Order #24: Museum Collections Management (2008)*, *Director's Order #28: Cultural Resource Management (1998)* and *Cultural Resource Management Guideline (1997)*.

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 MAMC website).

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

VI. RESTRICTIONS

Restrictions in addition to those that apply to the use of the museum collection outlined in *Section IV Acquisitions* are as follows:

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

In accordance with the National Historic Preservation Act of 1966, as amended (16 USC 470 *et seq.*), the Archeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm), the National Parks Omnibus Management Act of 1998 (16 USC 5937), and *NPS Management Policies (2006)* 4.1.2 *Natural Resource Information* and 5.2.3 *Confidentiality*, the site 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; and the identities of individuals who wish to remain anonymous. Inquiries of this nature will be referred to the regional Freedom of Information Act and Privacy Act Officer for consultation and possible review.

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

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

VII. MANAGEMENT ACTIONS

MAMC has identified the following management actions required to maintain and improve its museum collections:

- Review and revise, when necessary, this Scope of Collection Statement every five years so that it remains supportive of, and consistent with, any changes in the site's mission. Any revision to this document requires the approval of the MAMC Superintendent.