

GEORGE WASHINGTON MEMORIAL PARKWAY

SCOPE OF COLLECTION STATEMENT

For

FORT HUNT PARK

FY 2011

Prepared By: BR 1 R 9-13-11
Brandon Bies, ARHO Site Manager Date
George Washington Memorial Parkway

Reviewed By: Maria Angela Capozzi 9/13/11
Maria Angela Capozzi, Museum Curator Date
George Washington Memorial Parkway

Recommended By: Bob Sonderman 9/13/11
Bob Sonderman Date
Acting Director, Museum Resource Center

Approved By: Dottie Marshall 9/14/11
Dottie Marshall Date
Superintendent, George Washington Memorial Parkway

EXECUTIVE SUMMARY

The museum collections for Fort Hunt Park include a variety of items from its origins as Sheridan's Point and the Spanish American War, the African American Reserve Officers' Training Corp (ROTC) center, the Civilian Conservation Corps, World War II and the Military Intelligence Service, oral histories and associated documentation from the veterans who once worked at Fort Hunt during World War II, and archival collections including resource management records, photographs, and other papers.

For additional information on the museum collection, please contact:

**Museum Curator
Fort Hunt Park
George Washington Memorial Parkway
c/o Turkey Run Park
McLean, Virginia 22101
703-235-1535
703-235-1546 fax**

TABLE OF CONTENTS

I. Introduction

Purpose of the SOCS
Definition of Museum Property
Legislation, Regulations, and Conventions Related to NPS Collections
Enabling Legislation, Capper-Camton Act
Mission Statement
Statements of Significance
Park History
Interpretive Themes

II. Collection Background

Purpose of Museum Collections
History of Museum Collection
Significance to other Resources
Structures, Landmarks, and other Park Resources Listed on
National or International Registries

III. Acquisition

Collecting Priorities
Types of Collections:
Cultural
Natural
Strengths and Weaknesses of Existing Collections
Gap Analysis

V. Deaccessioning

VI. Preservation and Conservation Issues

VII. Native American Graves Protection and Repatriation Act of 1990

VIII. Uses of the Collection

IX. Restrictions

X. Management Actions

Appendix I

Enabling Legislation: Capper-Cramton Act

Appendix II

Natural History Collecting and Curatorial Requirements for NPS and Non-NPS Researchers

GEORGE WASHINGTON MEMORIAL PARKWAY

SCOPE OF COLLECTION STATEMENT

For

FORT HUNT PARK

I. Delegation of Authority to Accept Museum Collections

The park superintendent, by delegation, represents the Director of the National Park Service (NPS) and the Secretary of the Interior in accepting title to and 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 museum curator.

NPS policy requires superintendents to accept only unconditional gifts. Only the regional director has the authority to approve conditional gifts for rare exceptions, on a case-by-case basis. See Director's Order #24: NPS Museum Collections Management, 4.3.15 Unconditional Gifts.

All acquisitions must receive formal approval from the superintendent before they can be accepted into the museum collection. Upon receipt, all newly-acquired objects and related documentation and museum resource documents must be turned over to the museum curator. The museum curator 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 source of acquisition.

II. INTRODUCTION

Purpose of the Scope of Collection Statement

A Scope of Collection Statement (SOCS) is a stand-alone document that states the significance of the museum collection. It defines the limits of the collection based on the park's purpose and interpretive objectives as stated in legislation, other mandates, and park-specific planning documents (NPS-28, *Cultural Resource Management Guidelines*, Chapter 9). The preparation of a Scope of Collection Statement is required by NPS *Management Policies* (2001, Chapter 5), Director's Order-24 (*Museum Collection Management*), and Director's Order-28 (*Cultural Resource Management*). The park superintendent must approve the SOCS statement and it must be reviewed every five years.

This SOCS defines the existing collections associated with the Fort Hunt Park (FOHU), an administrative unit of the George Washington Memorial Parkway (GWMP). Museum collections (objects, specimens, and archival collections) are important park resources in their own right as well as being valuable for the information they provide about processes, events, and interactions among people and the environment (NPS-28, *Cultural Resource Management Guideline*,

Chapter 9). This document identifies the scope of present and future museum collection holdings of FOHU that contributes directly to the understanding and interpretation of the site's purpose, themes, and resources, as well as those objects the Service is legally mandated to preserve. It is designed to ensure that the museum collection is clearly relevant to the site.

Note that FOHU is a site within a larger park, GWMP, and hereafter the word "site" will refer to FOHU, and the word "park" will refer to GWMP.

Definition of Museum Property

Fort Hunt Park's museum collections are acquired through purchase, donation, loan, resource management projects, and transfer from other agencies and institutions. Each item considered for inclusion must meet the official definition as described below and, as a result, will receive a higher level of preservation, protection, and care than items on the NPS personal property inventories. The level of accountability mandated by the NPS Chief Curator is also stringent for museum collections (the NPS *Museum Handbooks* provide policy and guidelines for reporting museum collections to the Chief Curator).

The Departmental Manual (411 DM 1.3) defines museum property (museum collections) as an assemblage of museum objects collected according to some rational scheme and maintained so they can be preserved, studied or interpreted for public benefit. Museum objects include prehistoric and historic objects, artifacts, works of art, archival documents (historical and/or scientific documents collections as defined in the Departmental Museum Property Handbook, 411 DM Volume I, Appendix A, Section A.2.d) and natural history specimens that are a part of museum collections. Elements, fragments and components of structures are objects if they are no longer a part of the original structure. In rare instances, museum dioramas or exhibit cases may be considered museum property (such as dioramas constructed by the Civilian Conservation Corps) or historic fabric.

Museum property does not include those items necessary to display a collection, such as exhibit cases, dioramas, special lighting, graphics, etc.

Legislation, Regulations, and Conventions Related to NPS Collections

The NPS'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 Resources Protection Act of 1979, as amended (16 USC 470aa-mm); the National Parks Omnibus Management Act of 1998 (16 USC 5901).

In addition to legislation related to NPS museum collections, the site is also subject to Service-wide NPS policies and guidelines. *NPS Management Policies* lays the foundation by which the NPS meets its responsibilities toward museum collections and provides policy standards and requirements for preserving, protecting, documenting, and providing access to, and use of NPS museum collections. Director's Order No. 28 *NPS Cultural Resources Management Guideline* 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 No. 24 *NPS Museum Collections Management* and the accompanying *Museum Handbook* ensure that NPS managers and staff have information on the standards and actions for successfully and ethically complying with *NPS Management Policies* on museum collections. These documents also provide a means of measuring and evaluating progress in preserving, protecting, documenting, accessing, and using museum collections.

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

Enabling Legislation

CAPPER-CRAMTON ACT (excerpt):

Act of May 29, 1930 (46 Stat. 482), as amended by the Act of August 8, 1946 (60 Stat. 960), Section 3 of the Act of July 19, 1952 (66 Stat. 781, 791), and the Act of August 21, 1958 (72 Stat. 705). An Act for the acquisition, establishment, and development of the George Washington Memorial Parkway along the Potomac from Mount Vernon and Fort Washington to the Great Falls, and to provide for the acquisition of lands in the District of Columbia and the States of Maryland and Virginia requisite to the comprehensive park, parkway, and playground system of the National Capital. Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that there is hereby authorized to be appropriated the sum of \$13,500,000, or so much thereof as may be necessary, out of any money in the Treasury not otherwise appropriated, for acquiring and developing, except as in this section otherwise provided, in accordance with the provision of the Act of June 6, 1924, entitled "An Act providing for a comprehensive development of the park and playground system of the National Capital," as amended, such lands in the States of Maryland Virginia as are necessary and desirable for the park and parkway system of the National Capital in the environs of Washington. Such funds shall be appropriated as required for the expeditious, economical, and efficient development and completion of the following projects:

Sec. 3. Whenever the use of the Forts Washington, Foote, and Hunt, or either of them, is no longer deemed necessary for military purposes they shall be turned over to the Director of Public Buildings and Public Parks of the National Capital, without cost, for administration and maintenance as a part of the said George Washington Memorial Parkway.

Mission Statement

National Park Service Mission Statement: The National Park Service preserves unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education and inspiration of this and future generations. The National Park Service cooperates with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world.

Fort Hunt Park Mission Statement:

The mission of Fort Hunt Park is to preserve and interpret the historical and natural resources and history of Fort Hunt. It provides visitor orientation and fosters public appreciation for the importance of cultural heritage stewardship at the local, state and national level.

Statements of Significance

Fort Hunt's significance is attributed to the following factors:

- During the colonial period, George Washington owned and operated the area, now known as Fort Hunt, as part of his River Farm.
- Fort Hunt preserves the remains of a coastal defense system dating from the Spanish American War through World War I.
- In the 1930s Fort Hunt served as a camp for the Civilian Conservation Corps (CCC) which completed many projects in the metropolitan Washington, D.C. area.
- During World War II the site was utilized as a Joint Interrogation Center for captured German submarine officers and crew, as well as a super top secret center for the development of escape devices for American prisoners-of-war abroad.
- Fort Hunt contains some of the largest contiguous areas of Coastal Plain Forest found in GWMP.

History of Fort Hunt Park

The fields of Fort Hunt Park have a long and rich history that spans nearly every period in American history. The fields that were once part of George Washington's River Farm were transformed into a coastal defense fortification that was commissioned on the eve of the Spanish American War. First known as Sheridan's Point, its name was changed to Fort Hunt on April 13, 1899 in honor of the late Brevet Major General Henry Jackson Hunt. Its concrete gun batteries stood watch over the Potomac River until 1917, when the guns were removed and shipped to Europe for use in World War I. A small garrison remained, and the post was essentially abandoned by 1923.

Over the next several years, the post served a number of purposes, including serving as an African American Reserve Officers Training Corps (ROTC) center, a camp for the Bonus

Marchers, and the headquarters of the 16th Infantry Brigade. In 1933, Fort Hunt was turned over to the National Park Service (NPS), and was almost immediately transformed into a major installation for the Civilian Conservation Corps (CCC). It served this purpose until early 1942, when the CCC was disbanded upon America's entry into World War II.

Even in the years before America entered the war, Fort Hunt had already begun to prepare for hostilities. In 1939, the Signal Intelligence Service began utilizing the post as a listening post to intercept radio messages from potential enemies. Immediately after the bombing of Pearl Harbor, the National Archives gained permission to utilize several of the old concrete gun batteries to store archival materials – including the highly flammable nitrate film records. However, these uses of Fort Hunt were minor in comparison to those which began just months later.

On May 15, 1942, the Secretary of War obtained a special use permit from the Department of the Interior which gave the military virtually unlimited usage of Fort Hunt for the duration of the war plus one additional year. Just days later, construction was begun to transform the post into what became known only as P.O. Box 1142. Over the next four years, two elements of the Military Intelligence Service (MIS) operated at Fort Hunt. The MIS-X Program communicated with American soldiers held captive by the enemy Axis forces of Germany, Japan, and Italy and attempted to coordinate their escapes. The larger MIS-Y Program carried out the interrogation of nearly 4,000 enemy prisoners of war and scientists, and resulted in the discovery of many of Germany's secret programs. The work of the MIS at Fort Hunt not only contributed to the Allied victory during World War II, but also led to advances in military intelligence and scientific technology that directly influenced the Cold War and Space Race.

Accomplishments of P.O. Box 1142 Learned through the Fort Hunt Oral History Project

Since the inception of the Fort Hunt Oral History Project in 2006, the National Park Service has greatly expanded its understanding of the secret World War II activities at P.O. Box 1142. To date, several classified programs have been uncovered, each with their own specialized mission within the MIS.

The longest-operating program at P.O. Box 1142 was a joint interrogation center operated by (delete both) the Army and the Navy. The MIS-Y and Operation Paperclip (OP)-16-Z programs were responsible for the detailed interrogation of over 3,400 high ranking military prisoners from Germany, Italy, and Japan. These prisoners were valuable not only for their knowledge of strategic military intelligence, but as experts in such fields as jet aircraft production and microwave technology. At the end of the war, Operation Paperclip saw the transfer of hundreds of Germany's top scientists through P.O. Box 1142. Innovators like Wernher von Braun, the mastermind of the German V-1 and V-2 rocket programs, were questioned at Fort Hunt prior to being assigned to various military bases across the United States. The knowledge gained by the interrogation program not only aided the Allied war effort during World War II, but also was responsible for great advancements in technology in the years to come.

The second secret program to be established at P.O. Box 1142 was codenamed MIS-X. Their mission was to implement an escape and evasion program that would assist American prisoners

held by the Axis powers. First and foremost, they developed a highly sophisticated code system which allowed for hidden messages to be sent between American prisoners and P.O. Box 1142. Once communication was established, packages containing hidden escape aids would be sent to the American prisoners. In the guise of a care package from a soldier's relief society, the MIS-X program would send everyday items to the prisoners. But hidden inside a baseball would be radio parts, a cribbage board could be used to listen to the BBC for coded broadcasts, and small pieces of escape maps would be stored in between the sheets of playing cards. A related program known as the Air Ground Aid Section (AGAS) assisted Allied airmen who had been shot down over Japanese-occupied Indo-China. The agents of AGAS received their training at P.O. Box 1142 prior to being stationed overseas, where they later guided hundreds of American aircrews safely into friendly territory.

The third secret program was the Military Intelligence Research Section (MIRS). This program was not known to NPS staff until well over a year into the research and interviewing process for the Fort Hunt Oral History Project. The MIRS primarily consisted of German-born Americans who poured through hundreds of thousands of captured enemy documents. They were able to piece together the entire German Order of Battle (a listing of military units, locations, deployed equipment...etc) from items such as newspapers, pay books, and transportation logs. This information was published in a series of intelligence manuals that were used by front line interrogators. This intelligence immediately gave the interrogators the upper hand by providing valuable information on their prisoners before they had asked a single question.

Interpretive Themes

"Fort Hunt Park has been the scene of a constantly shifting panorama of people and activities which mirror the major social and political trends of the first half of this century. Seldom has one geographical area been put to so many different uses as has Fort Hunt."
--from "Fort Hunt - The Forgotten Story"

Interpretative themes convey site significance. Primary interpretive themes are ideas through which the site's nationally significant resource values are conveyed to the public and are key to helping visitors gain an understanding of the park's or area's significance and resources.

The themes, which are based on the purpose and resource significance statements, provide the foundation for all interpretive media and programs. The themes do not include everything that may be interpreted, but they do address those ideas that are critical to understanding and appreciating the park's or site's importance.

All interpretive efforts (through both personal and non-personal services) should relate to one or more of the themes and each theme should be addressed by some part of the overall interpretive program. Effective interpretation is achieved when visitors are able to connect the concepts with the resources and derive something meaningful from their experience. The following site specific theme statements will provide the basis for interpretation at Fort Hunt Park.

- Theme 1 - *River Farm*

During the colonial period, the site was managed as part of George Washington's River Farm-a farm that utilized slave labor.

- Theme 2 - *Coastal Defense*
The coastal defenses at Fort Hunt were the most modern fortifications available during the late 19th century and were strategically placed to protect the nation's most vital cities and ports.
- Theme 3 - *Prisoner of War Camp*
Fort Hunt was used as the initial internment and interrogation center for German submarine officers and crew captured during World War II.
- Theme 4 - *Military Intelligence Technology*
Fort Hunt's history includes the development and dissemination of top secret military packages filled with hidden escape devices, which were sent to American POWs abroad.
- Theme 5 - *Civilian Conservation Corps (CCC)*
The CCC had camps located throughout the country including Fort Hunt and completed a wide variety of public service projects throughout the parkway, Washington, D.C. area, and across the nation.

III. COLLECTION BACKGROUND

Purpose of Museum Collections

The purpose of the site's museum collection is to provide valuable information about processes, events, and interactions among cultures, individuals, and the environment; to place objects and specimens within a broader context, through research, analysis, and documentary records; to provide for the greatest benefit and enjoyment by the public; to provide baseline data, serving as a scientific and historical documentation of the site's and the Service's resources, and of the purpose for which the site was established; and it documents important events and people in the site's and the nation's history, technological processes, and artistic endeavors.

History of Museum Collection

The collection includes objects, photographs, books, uniforms associated with the World War II era and the Military Intelligence Service. Most of these objects were acquired through donation or incoming loan from the Fort Hunt veterans.

Archeological materials, except inalienable and communal property, recovered from within park 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 (December 1988). Associated field data and records also must be maintained as part of the park's museum collection. The archeological artifacts currently in the collection were recovered primarily during excavation work when the parking lot was being developed in 1983. These are entered into ANCS+. Other archeological collections from Fort Hunt Park exist, but they are currently a backlogged collection. These artifacts have not been entered in ANCS+. "Clearance" memos (for 106 Compliance) were completed for these projects. When the cataloguing is completed, this – in conjunction with the clearance memos - will provide park

managers with a better understanding of the site's history and provide additional information for the development of interpretative programs.

36 CFR 2.5 (g) states that natural history specimen collection permits issued by the superintendent require that specimens placed in displays or collections must be identified by NPS museum labels and must be cataloged into the park's collection. There currently is no natural history collection associated with FOHU.

IV. ACQUISITIONS

The scope of collecting for FOHU is determined by its enabling legislation, and all subsequent legislation; examination of the cultural evidence and scientific information needed to document and support the site's resource management and interpretive programs; and a review of records to determine if there is any existing evidence of archeological sites and natural history specimens and associated records, mandated by law, regulation and policy to be a part of the site's museum collections.

The site acquires objects for its museum collections by gift, purchase, exchange, transfer, field finds, and loan. Museum objects are acquired, accessioned and cataloged in accordance with the *NPS Museum Handbook*, Part II Museum Records. Acquisitions are governed by the site's ability to manage, preserve, and provide access to them in accordance with *NPS Management Policies* (2001), Chapter 5; the standards for managing museum objects in Director's Order #28: Cultural Resource Management (1998), *Cultural Resource Management Guideline* (1997), and Director's Order #24: NPS Museum Collections Management; the *NPS Museum Handbook*, Part I, Museum Collections, and Part III: Access and Use.

In accordance with NPS policy, the site will discourage gifts with restrictions or limiting conditions. Such restrictions include copyrights; the site will acquire copyrights to all incoming accessions.

Incoming loans will be acquired only for a particular purpose, such as research or exhibition, and for a specified period of time (long-term loans should not be accepted). Incoming loans will be acquired, accessioned, and cataloged in accordance with the *NPS Museum Handbook*, Part II: Museum Records. Incoming loans will be reviewed and renewed if appropriate every three years.

The site will not be a partner to, or encourage in any way, the trafficking in illicitly collected materials. All acquisitions must be collected, exported, imported, transported, or otherwise obtained and possessed in full compliance with the laws and regulations of the country of origin, the United States federal government (including NAGPRA), and the individual states of the United States.

The acquisition of firearms included on the Bureau of Alcohol, Tobacco, and Firearms (ATF) list of prohibited/restricted weapons requires concurrent review by the Regional Curator 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 responsibility for museum objects. The superintendent will ensure that all collections acquired are in keeping with this SOCS before accepting the items as part of the permanent collection. The superintendent bears the ultimate responsibility for the acquisition, proper care, and management of the museum collection. NPS policy requires superintendents to accept only unconditional gifts. Only the regional director has the authority to approve conditional gifts for rare exceptions, on a case-by-case basis. See Director's Order #24: NPS Museum Collections Management, 4.3.15 Unconditional Gifts.

The superintendent has delegated the day-to-day care of the collection to the museum curator. All acquisitions must receive formal approval from the 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 museum curator. The museum curator 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 source of acquisition.

Collecting Priorities

- *Primary*: objects, artifacts and specimens, and their associated records, and archives, manuscripts and library materials that were originally onsite, support NPS, GWMP, and FOHU mandates and themes, and are in good condition or can be reasonably conserved. Examples include archeological artifacts found on-site.
- *Secondary*: objects, artifacts and specimens and their associated records and archives, manuscripts and library materials that, although not originally onsite, are of the same timeframe, similar style and material, and of similar use, and support NPS, GWMP, and FOHU mandates and themes, and are in good condition. Examples include photographs, uniforms, training manuals, etc, owned and used by soldiers stationed at Fort Hunt throughout its history.
- *Tertiary*: objects, artifacts and specimens, and their associated records and archives, manuscripts and library materials deemed of research value in supporting NPS, GWMP, and FOHU mandates and interpretive themes. Examples are the resource management documents, such as Historic Structures Reports, Historic Furnishings Report and Collection Condition Survey, as well as copies of photographs and letters reflecting activities at Fort Hunt throughout its history. Reproductions also serve as representative examples.

Types of Collections

There are two types of collections in the NPS, cultural and natural. Each discipline is divided into collecting categories based on classification, time period, themes and other criteria.

- *Cultural*: includes history, archeology and ethnology, and their associated records and archives and manuscripts.
- *Natural*: includes biology, geology and paleontology, and their associated records.

The cultural collection must support the following 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 GWMP's Long range Interpretive Plan (LRIP) (2005), 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 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 following guidelines will prevent arbitrary and excessive growth of the site's museum collection, while ensuring that the collection remains relevant to the site's purposes. The development of the museum collection should advance in close coordination with the regional curator, regional chief of interpretation, and other appropriate regional office resource management specialists.

A. Cultural Collection

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 site cultural resources; document changes these resources are undergoing because of internal site conditions and external effects; and to guarantee the protection of important objects whose in-situ preservation cannot be assured.

Objects and archival collections with a direct association to the site are more desirable for inclusion within the collection than similar items without such primary significance. The NPS subdivides its cultural collection into four disciplines: archeology, ethnology, history, and archives and manuscripts. The list that follows identifies, by discipline, object types appropriate to the site's museum collection and notes current representation.

1. Archeology Collection

FOHU has an archeological collection of 55 artifacts. Other archeological collections from Fort Hunt Park exist, but they are currently a backlogged collection. Such collections are generated in response to cultural resource management requirements related to legal mandates, to development of site facilities, to preservation-related activities, to research requirements, and to interpretive needs.

As per 43 CFR Part 7, any archeological materials discovered within the site (except inalienable and communal property, as defined by NAGPRA) are the property of the United States and will be maintained as a part of the site's museum collections.

a. Artifacts and Specimens

Should archeological research projects within the site result in a collection of artifacts, eco-facts, or other data, they will be managed in accordance with 43 CFR Part 7 and the following will apply:

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 site staff, appropriate measures must be taken to ensure that the visitor collects no more material, that precise provenience information is recorded, if possible, and that the objects/data are promptly given to the curatorial staff upon receipt by staff members.

The park will establish one accession number for all such surface finds. The accession will contain, at the minimum, an inventory of the accession, a map showing the location of where the artifact was recovered, who recovered it, when it was recovered, why it was recovered, the artifacts current location and any other pertinent data regarding the material. The artifact will be placed in suitable storage with any other surface find artifacts. The containers in which these artifacts are stored shall be clearly marked with the accession number.

Because the artifact was not scientifically excavated, their immediate value does not warrant cataloging. At such time as a professional archeologist, in relation to a park resource study or excavation, determines that any of the surface find artifacts has archeological value, then the artifact will be cataloged. The museum catalog record will include all available data recorded about the artifact in the accession file.

The archeological site number associated with FOHU is 44FX1064.

b. Associated Field Records

Presently, there are no archeological field records in FOHU collection. Any reports, filed records, etc, are a backlog collection. If any archeological activity takes place at the site in the future, any records that are generated will be immediately accessioned into the collection, according to the guidelines in this document.

All original records associated with archeological collections will be retained as part of the museum collection. These records may include field notes and catalogs, daily journals, drawings and maps, photographs and negatives, slides, sound recordings, draw data sheets, instrument charts, remote sensing materials, collection inventories, analytical study data, conservation treatment records, and computer documentation and data, as well as any other documents generated through archeological activity.

2. History Collection

The history collection is an important component of the interpretive and resource management programs. Only historic material that has a direct association with FOHU is included in the museum collection. When a large quantity of an object type is available, priority is given to acquiring the best-preserved examples. The history collection is based on the site's themes used to establish the categories described below. A complete listing of the collection as of FY 2011 is attached as Appendix 1.

a. Future Collections Activity

Future collections activity in this area will concentrate on the acquisition of outstanding examples of objects directly associated with FOHU and currently not represented in the collection and deficiencies noted in the site's General Management Plan, Long Range Interpretive Plan, future exhibit plans, or other planning documents. This will ensure that the history collection is relevant to the interpretive and research needs of the site.

Proposed changes in the interpretative focus for FOHU will require bringing new objects and archival information into the collection. As presented in the Long Range Interpretive Plan, the desire is to present information pertaining to the George Washington's River farm, Coastal Defenses in the late 19th century, Prisoner of War camp, Military Intelligence Technology, and the Civilian Conservation Corps.

b. Historic Fabric

When original fabric is removed from a historic structure at FOHU 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.

c. Commemorative Events

Memorabilia from important current or commemorative events are included in the museum collection. Materials from these types of important site activities will continue to be preserved as they become available.

3. Archival and Manuscript Collections and Resource Management Records

FOHU has a separate archival and manuscript collection. However, there is no library located at the site. Records, including resource management records that are associated with FOHU, will

be accessioned as part of the larger collection and housed for long-term storage at the Museum Resource Center (MRCE) in Landover, MD as space allows.

There are additional resource management records that are located at various locations in GWMP that have not been evaluated or set aside for accessioning. A systematic survey will determine the location of the records and will allow either the park staff or a contractor to compile and process them.

a. Future Collections Activity

Current and future archival and manuscript collections and resource management records will be managed in accordance with Director's Order #19: Records Management (2001) and the NPS *Records Disposition Schedule* (2003). The Park'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 copies of important official records in the site. Other materials as acquired, such as materials related to scientific and resource management activities; oral histories, historic resource studies, and similar reports; photographs, blueprints, specifications and other items documenting facility development will also be retained and managed as part of the museum collection.

B. Natural History Collection

Currently, FOHU has no natural history specimens associated with the site. Any future natural history specimens found or collected in the vicinity will be accessioned into the FOHU's natural history collection.

The purpose of a natural history 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 site conditions and external effects; provide a database for researchers concerned with resource use by the site's prehistoric occupants; preserve important or locally significant species collected in response to specific research or interpretive needs; and guarantee the protection of important paleontological specimens whose in-situ preservation cannot be assured.

The natural history collection must support the goals to ensure that only well-documented and appropriate specimens are retained. Three activities generally lead to the collection of natural history specimens. These include:

1. Authorized scholarly research and selective acquisition based on:
 - Needs identified in the site's General Management Plan (date), Resource Management Plan (date), and other applicable site planning documents and resource studies.
 - Service-wide initiatives such as the Natural Resource Challenge.

- Enhancing understanding of and promoting increased stewardship of the site'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

Acquisitions and the future growth of a collection of natural history specimens that are initiated by the park staff and the Center for Urban Ecology will be restricted to specimens and associated records generated through the above criteria. Please see Appendix III for collection and curatorial procedures for natural history collections.

Scholarly research may be conducted by site or non-site 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, document collections, and other associated activities. No collector (including site staff) can work in the park without first obtaining a signed permit. The collection section of the permit application must be completed, documenting where collections of specimens and associated records will be housed. Questions related to collecting with the park should be addressed to the site's research coordinator. Please see Appendix III for collection and curatorial procedures for natural history collections.

Natural resource specimens collected outside the site boundaries will not be included in the collection unless the specimens are required to illustrate interpretive exhibits, to augment specific site-related research projects, or to demonstrate effects on site resources. Written permission from landowners or appropriate officials will be 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 site to preserve. If they are collected and held by other repositories, they will be accessioned and cataloged in the site's collection. Archived soils and other strictly environmental monitoring samples will only be collected as part of authorized research projects.

C. Strengths and Weaknesses of Existing Collection

The collection currently (2011) contains objects directly associated with the history of Fort Hunt Park. There is no Historic Furnishing Plan or exhibit plan. Plans for the one structure still on-site call for it to become a visitor contact station with exhibits. An exhibit plan will identify objects to be acquired for interpretive purposes.

V. DEACCESSIONING

Deaccessioning is the process of permanently removing NPS museum collections from a NPS site's ownership and custody and should be a rare action. An amendment (1996) to the *Museum Act of 1955* broadened the authority of the NPS to deaccession inappropriate or unwanted objects. The NPS *Museum Handbook Part II*, Chapter 6, provides detailed instructions for deaccessioning museum property. If the Superintendent approves the site's requests, objects may be deaccessioned by:

- Transfer to other NPS units or qualified Federal agencies;
- Exchange with other NPS units or qualified Federal agencies;
- Donation of objects to qualified private institutions and non-Federal governmental entities;
- Voluntary destruction/abandonment of museum property determined to have no value by a review committee

VII. PRESERVATION/CONSERVATION ISSUES

All items within the FOHU museum collection are directly related and significant to the site's mission and interpretive themes, and therefore, of the highest priority in consideration of conservation treatment. This includes, if applicable, items on loan from other museums and institutions. Every effort will be made to maintain a level of preservation controls appropriate to the specific material types on exhibit or in storage, but when conservation is considered, the following criteria will be used:

- **First priority:** Artifacts in need of treatment immediately. Conditions threaten the survival of the artifact and/or well being of the surrounding collection.
- **Second priority:** Problems are developing which will require major treatment to preserve the artifact. Future plans should include these artifacts as a priority.
- **Third priority:** Artifact requires or would aesthetically benefit from attention. The situation is not critical.
- **Fourth priority:** Artifact requires no treatment or treatment is so extensive that it is not efficient or effective to recommend such.

No Collection Condition Survey (CCS) has been conducted as of 2011.

VI. 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. No objects within the FOHU museum collection fall within the scope of the NAGPRA categories and acquisition of such objects by the site is not anticipated.

VII. USES OF THE COLLECTION

The FOHU 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 and of the collection as a whole.

Researchers and other specialists may examine objects under the conditions and procedures outlined in Director's Order #24: NPS Museum Collections Management, Director's Order #28: Cultural Resource Management (1998), Cultural Resource Management Guideline (1997), and in the site's written "Museum Collections Access Procedures." Outside researchers must submit a research proposal to the superintendent for review by the site's Research Coordinator and other staff as appropriate.

Any interpretive use defined as consumptive must be authorized in advance, as outlined in Director's Order #24: NPS Museum Collections Management, 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: NPS Museum Collections Management, Director's Order #28: Cultural Resource Management (1998) and *Cultural Resource Management Guideline* (1997).

Objects may be loaned out to qualified institutions for approved purposes in accordance with NPS *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).

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.

VIII. RESTRICTIONS

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* (2001) 7.5.5, "Consultation" and 5.3.5.5 "Museum Collections," and DO #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 shall be made available to persons for use in religious rituals or spiritual activities in accordance with 36 CFR 79, Section 79.10©, "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 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 (2001) 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; 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 (2001), 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.

Objects will be available for scholarly research purposes that are consistent with the long-term preservation mandate for the collection. Access to the collection will be Monday through Friday during regular business hours unless special arrangements are made.

Researchers must be aware that certain objects in the collection are covered by copyrights and that permission must be secured from the artists or their agents before using materials. The responsibility for obtaining these permissions is that of the researcher and not the park.

Access to museum objects by researchers must be authorized in writing by the superintendent or his or her designee. Any researcher who is approved access to museum objects shall be accompanied at all times by a member of the museum staff.

IX. MANAGEMENT ACTIONS

This Scope of Collection Statement must be reviewed every five (5) years and, when necessary, must be revised to remain supportive of and consistent with any changes in the site's Purpose, Enabling Legislation, Interpretive Themes, and Mission Statement. Revisions to this Scope of Collections Statement will be reviewed by appropriate park staff and the regional curator and then will be sent to the superintendent for approval

The park has a Long Range Interpretive Plan, and its provisions will be taken into account when revising this Scope of Collection Statement. The collection is in need of Collection Condition Survey, and a Collection Storage Plan.

**APPENDIX I:
ENABLING LEGISLATION FOR FORT HUNT PARK
CAPPER-CRAMTON ACT (May 29, 1930)**

APPENDIX

A.5 NATIONAL PARK SERVICE

APPENDIX C: CAPPER-CRAMTON ACT

Act of May 29, 1930 (46 Stat. 482), as amended by the Act of August 8, 1946 (60 Stat. 960), Section 3 of the Act of July 19, 1952 (66 Stat. 781, 791), and the Act of August 21, 1958 (72 Stat. 705).

An Act for the acquisition, establishment, and development of the George Washington Memorial Parkway along the Potomac from Mount Vernon and Fort Washington to the Great Falls, and to provide for the acquisition of lands in the District of Columbia and the States of Maryland and Virginia requisite to the comprehensive park, parkway, and playground system of the National Capital. Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that there is hereby authorized to be appropriated the sum of \$13,500,000, or so much thereof as may be necessary, out of any money in the Treasury not otherwise appropriated, for acquiring and developing, except as in this section otherwise provided, in accordance with the provision of the Act of June 6, 1924, entitled "An Act providing for a comprehensive development of the park and playground system of the National Capital," as amended, such lands in the States of Maryland Virginia as are necessary and desirable for the park and parkway system of the National Capital in the environs of Washington. Such funds shall be appropriated as required for the expeditious, economical, and efficient development and completion of the following projects:

(a) For the George Washington Memorial Parkway, to include the shores of the Potomac, and adjacent lands, from Mount Vernon to a point above the Great Falls on the Virginia side, except within the City of Alexandria, and from Fort Washington to a similar point above the Great Falls on the Maryland side except within the District of Columbia, and including the protection and preservation of the natural scenery of the Gorge and the Great Falls of the Potomac, the preservation of the historic Patowmack Canal, and the acquisition of that portion of the Chesapeake and Ohio Canal below Point of Rocks, \$7,500,00; Provided, That the acquisition of any land in the Potomac River Valley for park purposes shall not debar, limit, or abridge its use for such works as Congress may in the future authorize for the improvement and the extension of navigation, including the connecting of the upper Potomac River with the Ohio River, or for flood control irrigation or drainage, or for the development of hydroelectric power.

The title to the lands acquired hereunder shall vest in the United States, and said lands, including the Mount Vernon Memorial Highway authorized by the Act approved May 23, 1928, upon its completion, shall be maintained and administered by the Director of Public Buildings and Public Parks of the National Capital, who shall exercise all the authority, power, and duties with respect to lands acquired under this section as are conferred upon him within the District of Columbia by the Act approved February 26, 1925; and said director is authorized to incur such expenses as may be necessary for the proper administration and maintenance of said lands within the limits of the appropriations from time to time granted therefore from the Treasury of the United States, which appropriations are hereby authorized.

The National Capital Park and Planning Commission is authorized to occupy such lands belonging to the United States as may be necessary for the development and protection of said parkway and to accept the donation to the United States of any other lands by it deemed desirable for inclusion in said parkway. As to any lands in Maryland or Virginia along or adjacent to the shores of the Potomac within the proposed limits of the parkway that would involve great expense for their acquisition and are held by said commission not to be essential to the proper carrying out of the project, the acquisition of said lands shall not be required, upon a finding of the commission to that effect. Said parkway shall include a highway from Fort Washington to the Great Falls on the Maryland side of the Potomac and a free bridge across the Potomac at or near Great Falls and necessary approaches to said bridge; Provided, That no money shall be expended by the United States for lands for any unit of this project until the National Capital Park and Planning Commission shall have received definite commitments from the State of Maryland or Virginia, or political subdivisions thereof or from other responsible sources for one-half the cost of acquiring the lands in its judgment necessary for such unit of said project deemed by said commission sufficiently complete, other than lands now belonging to the United States or donated to the United States; Provided, That in the discretion of the National Capital Park and Planning Commission, upon agreement duly entered into the State of Maryland and Virginia or any political subdivision thereof to reimburse the United States as hereinafter provided, it may advance the full amount of the funds necessary for the acquisition of the lands in any such unit referred to in this paragraph, such agreement providing for reimbursement to the United States to the extent of one-half of the cost thereof within interest within no more than eight years from the date of any such expenditure; Provided further, That in the discretion of the National Capital Planning Commission, upon agreement duly entered into between that Commission and the Maryland National Capital Park and Planning Commission, an agency of the State of Maryland, created by chapter 448 of the laws of Maryland of 1927, as amended, such portion of the said \$7,500,000 authorized to be appropriated under this paragraph as the said Federal and Maryland agencies may determine may be appropriated for the purposes set forth under paragraph (b) of this section and subject to the conditions imposed by that paragraph. The appropriation of the amount necessary for such advance, in addition to the contribution by the United States, is hereby authorized from any money in the Treasury not otherwise appropriated.

(b) For the extension of Rock creek into Maryland, as may be agreed upon between the National Capital Park and Planning Commission and the Maryland National Capital Park and Planning Commission, for the preservation of the flow of water in Rock Creek, for the extension of the Anacostia Park system up the valley of the Anacostia River, Indian Creek, Paint Branch and Little Paint Branch, the Northwest Branch and Sligo Creek; of the Oxon Run Parkway from the District of Columbia line to Marlboro Road; and of the George Washington Memorial Parkway up the valley of Cabin John Creek, Little Falls Branch, and Willet Run, as may be agreed upon between the National Capital Park and Planning Commission and the Maryland National Capital Park Commission, \$1,500,00; Provided, That no appropriation authorized in this subsection shall be available for expenditure until a suitable agreement is entered into by the National Capital Park and Planning Commission and the Washington Suburban Sanitary Commission as to sewage disposal and storm water flow; Provided further, That no money shall be contributed by the United States for any unit of such extensions until the National Capital Park and Planning Commission shall have received definite commitments from the Maryland National Capital Park and Planning Commission for the balance of the cost of acquiring such unit of said extensions

deemed by said commission sufficiently complete, other than lands now belonging to the United States or donated to the United States; Provided further, That in the discretion of the National Capital Park and Planning Commission upon agreement duly entered into with the Maryland National Capital Park and Planning Commission to reimburse the United States as hereinafter provided, it may advance the full amount of the funds necessary for the acquisition of the lands required for such extensions referred to in this paragraph, such advance, exclusive of said contribution \$1,500,000 by the United States, not to exceed \$3,000,000, the appropriation of which amount from funds in the Treasury of the United States not otherwise appropriated is hereby authorized, such agreement providing for reimbursement to the United States of such advance, exclusive of said Federal contribution, without interest within not more than eight years from the date of any such expenditure. The title to the lands acquired hereunder shall vest in the State of Maryland. The development and administration thereof shall be under the Maryland National Capital Park and Planning Commission and in accordance with plans approved by the National Capital Park and Planning Commission.

(c) For the extension of the park and parkway system of the National Capital in the Virginia environs of Washington, as may be agreed upon between the National Capital Planning Commission and a park authority established under the Park Authorities Act of the State of Virginia (and such other public bodies as may be authorized under the laws of the State of Virginia), up the valleys of Hunting Creek, Cameron Run, Homes Run, Tripps Run, Four Mile Run, Pimmit Run, Accotink Creek, and tributaries of such streams, and over other desirable lands, \$4,500,000. No part of such sum shall be expended by the United States for any unit or such extension until the National Capital Planning Commission has received definite commitments from such park authority (and other public bodies, and the State of Virginia for two-thirds of the cost of acquiring the lands in its judgment necessary for such unit of the extension deemed by the Commission sufficiently complete. The title to the lands acquired hereunder shall vest in, and the development and administration thereof shall be under, such park authority or the State of Virginia in accordance with plans approved by the National Capital Planning Commission. Such lands shall not be used for any purpose other than the development and completion of the park and parkway system provided for in this paragraph, except with the approval and consent of the National Capital Planning Commission. No appropriation authorized in this paragraph shall be available for expenditure until a suitable agreement has been entered into between the National Capital Planning Commission and the appropriate local authority as to sewage disposal and storm-water flow.

Sec. 2. Whenever it becomes necessary to acquire by condemnation proceedings any lands in the States of Virginia or Maryland for the purpose of carrying out the provisions of this Act, such acquisition shall be under and in accordance with the provisions of the Act of August 1, 1888 (U.S.C., p. 1302, sec. 257). No payment shall be made for any such lands until the title thereto in the United States shall be satisfactory to the Attorney General of the United States.

Sec. 3. Whenever the use of the Forts Washington, Foote, and Hunt, or either of them, is no longer deemed necessary for military purposes they shall be turned over to the Director of Public Buildings and Public Parks of the National Capital, without cost, for administration and maintenance as a part of the said George Washington Memorial Parkway.

Sec. 4. There is hereby further authorized to be appropriated the sum of \$16,000,000, or so much thereof as may be necessary, out of any money in the Treasury of the United States not otherwise appropriated, for the acquiring of such lands in the District of Columbia as are necessary and desirable for the suitable development of the National Capital park, parkway, and playground system, in accordance with the provisions of the said Act of June 6, 1924, as amended, except as in this section otherwise provided. Such funds shall be appropriated for fiscal year 1931 and thereafter as required for the expeditious, economical, and efficient accomplishment of the purposes of this Act and shall be reimbursed to the United States from any funds in the Treasury to the credit of the District of Columbia follows, to wit: \$1,000,000 on the 30th day of June, 1931; and \$1,000,000 on the 30th day of June each year thereafter until the full amount expended hereunder is reimbursed without interest.

The National Capital Park and Planning Commission shall, before purchasing any lands hereunder for playground, recreation center, community center, and similar municipal purposes, request from the Commissioners of the District of Columbia a report thereon. Said commission is authorized to accept the donation to the United States of any lands deemed desirable for inclusion in said park, parkway, and playground system, and the donation of any funds for the acquisition of such lands under this act.

Sec. 5. The right of Congress to alter or amend this Act is hereby reserved.

Sec. 6. Section 4 of Public Act 297 of the Seventieth Congress entitled "An Act authorizing the Great Falls Bridge Company, its successors and assigns, to construct, maintain, and operate a bridge across the Potomac River at or near Great Falls," approved April 21, 1928, as amended, is hereby amended by adding at the end of said section the following:

"Provided, That after the George Washington Memorial Parkway is established and the lands necessary for such parkway at and near Great Falls have been acquired by the United States, the United States may at any time acquire and take over all right, title, and interest in such bridge, its approached and approach roads, and any interest in real property necessary therefore, by purchase or by condemnation, paying therefore not more than the cost of said bridge and its approaches and approach roads, as determined by the Secretary of War under section 6 of this Act plus 10 per centum."

APPENDIX II:

Natural History Collecting and Curatorial Requirements for NPS and Non-NPS Researchers

Scope of Requirements

The curatorial requirements outlined in this document apply to both NPS and non-NPS researchers. Park-generated research projects and specimens collected by park staff are not exempt from these requirements.

Authority

The policies and procedures stated in this document are authorized by the following NPS policies and guidelines: *NPS Management Policies*, Director's Order #24 (NPS Museum Collection Management), Director's Order #77 (Natural Resource Management Guideline), Director's Order #77 (Inventory and Monitoring Program), NPS Museum Handbook, Parts I-III and Interior Collection Management System (ICMS) User's Manual.

Complete text of NPS policies is available at www.nps.gov/policy. Relevant excerpts for natural history collections are presented below. The *NPS Management Policies* states:

Natural resource collections include nonliving and living specimens and associated field records. If placed in exhibits or retained in permanent collections, nonliving specimens and their associated field records will be cataloged into a park's museum collection. (4:4)

Natural resource collections are managed according to *NPS Management Policies*, Museum Objects and Library Materials (5:9-11); Security and Protective Measures (5:13-14); and Preservation of Data and Collections and Protection of Research Potential (5:3-4).

Director's Order #24 (NPS Museum Collection Management) requires that the park Superintendent ensures that all projects undertaken with the park budget for curation of generated museum specimens. *Section 4.3.16 Project-generated Collections* states that Superintendent's must:

- Require project budgets to include funding for the basic management of collections that are project-generated. Collections management includes cataloging; labeling; conservation examination and treatment (including specimen preparation); initial storage of objects and specimens; and organization and storage of project documentation, including appraisal, arrangement, description, finding aid production and appropriate archival housing.
- Before starting, permitting or contracting a project, specify in writing in the task directive, proposal, agreement, permit or contract, the parties responsible, the designated NPS or non-NPS repository, the collections management tasks and a time schedule for completion.

- Fund subsequent ongoing maintenance costs of collections management from the operating base of the responsible park, center or other repository.
- If project-generated collections cannot be accommodated in available storage space, and new storage space construction is necessary, program to construct new space to accommodate the expanded collection. If interim storage is needed, specify in the project task directive the location of that storage, and state that it must meet NPS standards. Identify the funding source for interim storage.

Director's Order #77 (Natural Resource Management Guideline) states:

A critical element in the preservation of permanently retained natural resource collections is ensuring that early and continuing consideration of curatorial concerns is an integral part of the park's scientific research planning process. Many park research projects produce specimens that may have inherent long-term preservation value. The responsibility for the curation of such specimens and associated data must be determined by a park's scientific and curatorial staff prior to starting a research project and be written into the conditions of each research proposal, cooperative agreement, contract or collecting permit. Planning includes determining provisions for field documentation and preparation of specimens, identifying the recipient NPS or non-NPS repository for the specimens and ensuring that each project funds the cataloging and initial preservation and storage costs.

Definitions

Natural resource museum collection: A collection comprised of permanently retained specimens and samples taken from the living and nonliving components of the natural world and project documentation generated by the collecting and research activities. A specimen without its associated documentation has limited or no scientific value. The decision to permanently retain a specimen in a park's museum collection depends on the purpose of the collecting activity or the recommendations of the researcher/collector in consultation with park curatorial staff. General reference collections, voucher specimens, exhibit specimens and most research specimens are managed as part of a park's museum collection. Natural resource museum collections can include biological specimens, geological specimens, paleontological specimens and environmental samples.

Project Documentation: Data, records, reports and other related information generated as a result of research activities conducted within a park or on museum specimens collected in a park. Natural resource archives may contain field notes, daily journals, maps, drawings, photos and negatives, slides, videotapes, raw data sheets, remote sensing data, copies of contracts, correspondence, repository agreements, specialists' reports and analyses, reports and manuscripts, collection inventories, field catalogs, analytical study data, sound recordings, computer documentation and data, tabulations and lists, specimen preparation records, conservation treatment records and reports on all scientific samples lost through destructive analysis.

Ownership of Collections

All specimens collected for permanent retention, as well as their derivatives and byproducts, remain the property of the National Park Service. If you collect specimens that are to be permanently retained—regardless of where they are kept—those specimens must be accessioned and cataloged into the National Park Service's ICMS and must bear NPS labels containing NPS accession and catalog numbers.

Designated Repositories

Currently, there are no known Natural History collections for Fort Hunt Park. Any future Natural History collections for FOHU will be located at the Museum Resource Center (MRCE) in Landover, Maryland. Use of a single repository simplifies collection management and accountability of collections while enabling researchers to access more park specimens at a single location.

The National Capital Region (NCR), including FOHU, has designated the MRCE as their primary repository for archaeological collections.

There are situations, however, when use of other repositories is appropriate, in furtherance of the NPS mission to ensure access and preservation of museum collections. All such repositories must meet NPS standards for the preservation and protection of museum collections. The proposed repository for specimens collected must be discussed with GWMP's Cultural Resource Specialist's office as part of the permit application process. Anticipated curation costs beyond cataloging (e.g. specimen preparation techniques and supplies, storage cabinet and supply purchases, conservation, etc.) must also be discussed at that time. The NPS reserves the right to mandate specific repositories for collections from park property.

The National Park Service does not loan specimens to individuals—institutional sponsorship is required. All loans of specimens to institutions (for cataloging, research, conservation, exhibit or storage purposes) must be accompanied by the required loan paperwork, approved by the appropriate park Superintendent. The maximum time period for any loan is 3 years; extensions or renewals of loans can be granted.

Specimen Collecting

Researchers are required to submit their permit request on-line through the NPS Research Permit and Reporting System <http://science.nature.nps.gov/research/ac/ResearchIndex>. Upon receiving the permit, the research will call GWMP's Cultural Resource Specialist to obtain an accession number. This process allows the Cultural Resource Specialist to keep a better record of the scientific collecting that is currently being undertaken within the park and to ensure that no specimens leave the park without being accessioned. The park accession number will appear on all reports, field notes and correspondence relating to the collection, and on the label of each specimen collected.

During Collecting

The Museum Catalog Worksheet-NH (Form 10-254D) can be used by researchers during field

work for documenting pertinent data on-site, thus assuring that the collector has recorded all pertinent ICMS related data. Data necessary includes the use of longitude/latitude or Universal Transverse Mercator Grid (UTM) coordinates in order to integrate information into the Geographic Information System (GIS). The use of UTM coordinates is required as per Director's Order #77. These data bases allow for efficient and effective use of the collection information for park-related management programs, for determining gaps in research needs, and for helping resource managers make decisions and set priorities.

After collecting:

At the conclusion of the field work, the researcher would contact GWMP's Museum Curator to obtain a block of catalog numbers for the specimens that will be permanently retained. The preparation and cataloging of specimens to NPS standards is the responsibility of the principle investigator (permittee) and must follow the guidelines outlined in 36 CFR and the Museum Handbook, Part I (Appendix T) and Part II (Chapters 3&4 and Appendix H), NPS Management Policies, RM77, Natural Resource Reference Manual #77, and Director's Order 24 for Museum Collections.

Cataloging

Cataloging of NPS specimens must be done in ICMS or by using the export template (NHEXPORT.txt) to catalog in MS Access or Excel. Any documentation including reports, field notes and maps must also be catalogued as part of the collection. The cataloging process records the documentary information of the specimen and can serve as an index to additional sources of information. It is the primary property and location record of a natural resource specimen. This information is entered into ICMS, making the information available for future accountability, inventory and research purposes. NOTE: SPECIMENS THAT ARE TO BE CONSUMED IN THE COURSE OF RESEARCH SHOULD NOT BE CATALOGED.

For standard cataloging procedures, refer to the NPS Museum Handbook, Part II, Chapters 3 and 4 of Appendix H and the ICMS User Manual. Electronic copies of these documents are available at www.cr.nps.gov/museum/publications/index.htm.

Specimen Labels

As stated in Director's Order #77 (Natural Resources Management Guideline), NPS specimen labels:

- Become a permanent record and identify the specimen as belonging to the NPS regardless of where it is being stored or used;
- Provide data that are essential to the identification of the specimen and are required for the proper cataloging of the specimen; and
- Must be completed by the collector before cataloging.

Specimen labels are provided by the NPS to park and non-NPS researchers who collect specimens as part of an approved research project. For guidance on standard labeling procedures refer to the NPS Museum Handbook, Part II, Appendix H.

Labels must be printed on archival quality (acid-free) paper or Tyvek using permanent ink. All labels **MUST** contain the appropriate park accession and catalog numbers in permanent ink, in this format:

Accession Number:

FOHU-XXX for Fort Hunt Park (any natural history specimens collected in Fort Hunt Park will be accessioned under this collection)

Catalog Number:

FOHU XXXXX for FOUH

Note that the hyphen is necessary to distinguish the accession number from the catalog number. Do not use hyphens in the catalog number.

- The accession number **MUST** appear on all reports, correspondence and original field records pertaining to the collection.
- Catalog numbers should be cited in the final report when referencing individual specimens.

AFTER Cataloging

Within one year of the final date of collecting, you must submit:

- Any specimens that are to be permanently retained, along with the labels and project documentation, to the repository in which they are to be curated. If the approved repository is not MRCE, the researcher must provide GWMP's Museum Curator's office with confirmation that specimens and associated documentation have been deposited.
- An electronic copy of the catalog records (either in ICMS or the appropriate export file) to GWMP's Museum Curator's office.
- Copies of all of field records (notes, maps, recordings, etc.) to GWMP's Museum Curator's office. Notes, maps and other written or printed matter are to be copied onto acid-free paper. This requirement is a safeguard, in case original materials are accidentally destroyed or lost in the future. Original field records must be retained permanently in association with the collection.

Material Transfer Agreements

All specimens (including anything derived from such material) removed from FOUH remains federal property. If the researcher would like to send specimens (or their progeny or derivatives) to a colleague outside their own laboratory for further analysis, the colleague must complete a Material Transfer Agreement with the appropriate park and may also be required to apply for a Scientific Research and Collecting Permit. No materials can be transferred until the appropriate paperwork has been completed.