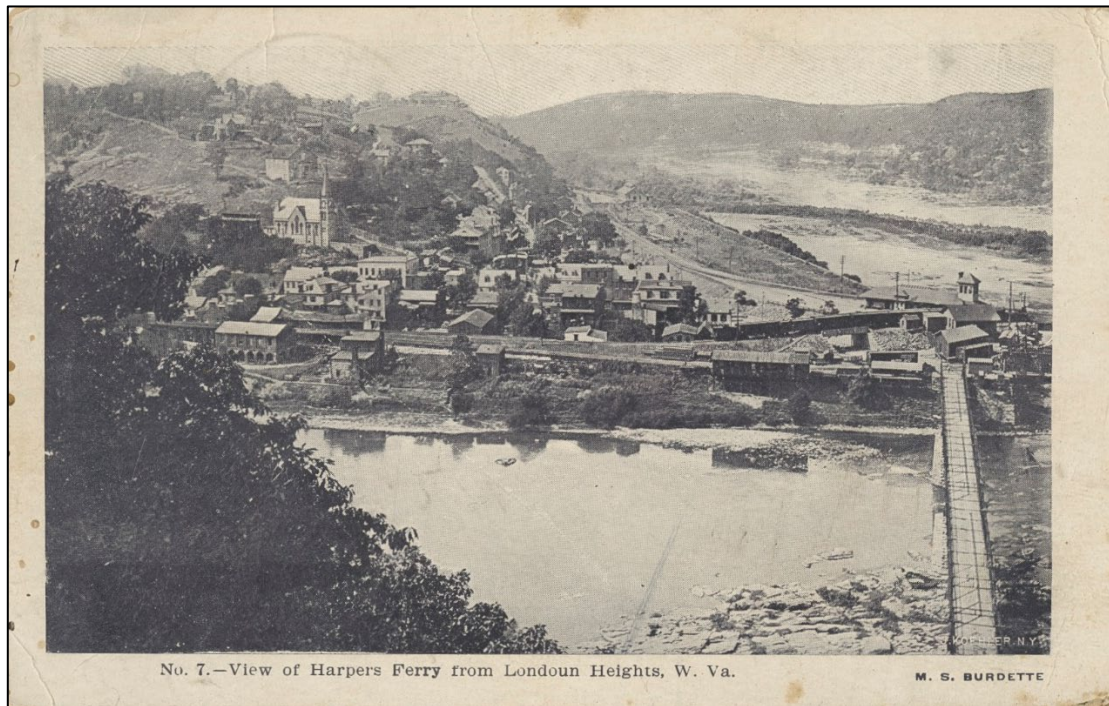


**National Park Service
U.S. Department of the Interior**



Harpers Ferry National Historical Park

Scope of Collection Statement



December 11, 2024

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U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

SCOPE OF COLLECTION STATEMENT

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I. INTRODUCTION

Acquisition of museum objects is governed by the park's ability to manage and preserve materials according to NPS Management Policies, Chapter 5 (2006), the standards for managing museum objects in NPS-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-III. See section IV Acquisitions for more information.

A. Executive Summary

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

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

HAFE's collections are currently stored at the park and at the NPS National Capital Area's Museum Resource Center (MRCE) in Landover, Maryland. Additionally, a significant portion of the Storer College archival collection is housed at the University of West Virginia on a loan that was established in 1973.

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

For additional information on the museum collection, please contact:

Museum Curator
Harpers Ferry National Historical Park
P. O. Box 65
Harpers Ferry, WV 25425
304-535-4047

B. Purpose of the Scope of Collection Statement

This [Scope of Collection Statement \(SOCS\)](#) defines the composition of present and future museum collection holdings of Harpers Ferry National Historical Park that contribute directly to the understanding and interpretation of the park's purpose, themes, and resources, as well as those objects that the National Park Service (NPS) is legally mandated to preserve. The SOCS is designed to ensure that the entirety of the museum collection is clearly relevant to the site and sets appropriate limits for acquisition. The SOCS is intended to be an evolving document which must be reviewed on a regular basis (minimum 5 years). Updates/changes should be made through interdisciplinary efforts of park and regional subject matter experts ([411.1 DM](#))

[Director's Order #24: NPS Museum Collection Management](#) states that NPS units with museum collections must:

- Approve and keep current a Scope of Collection Statement to identify the scope of collecting activities and define the purpose of the collection. (DO 24 4.3.6)
- Ensure that the statement is consistent with natural resource and archeological permit conditions. (4.3.6)
- Ensure acquisitions are consistent with the Scope of Collection Statement. (4.3.6)
- Deaccession objects inconsistent with the Scope of Collection Statement. (4.3.18)

Refer to the Use and Restrictions Appendix for other legislation and NPS legal authorities to acquire and preserve museum collections.

C. Context for Harpers Ferry National Historical Park Museum Collection

A. Park Purpose and Significance

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

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

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

interactions among people and the environment. All resource management records are managed as museum property.

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

Park Mission Statement

To preserve Harpers Ferry National Historical Park for the benefit and enjoyment of the people as a public national memorial, commemorating historical events that occurred at or near Harpers Ferry.

The following significance statements have been identified for Harpers Ferry National Historical Park from the park's Foundation Document (2016)¹. (Please note that the sequence of the statements does not reflect the level of significance.)

1. The geography of the Harpers Ferry area, including the mountain gap at the confluence of the Potomac and Shenandoah Rivers, made this a key crossroads from the times of the earliest human habitation to the present. The view of the confluence of the Potomac and Shenandoah Rivers, considered by Thomas Jefferson as “perhaps one of the most stupendous in nature” and “worth a voyage across the Atlantic,” continues to inspire people today.
2. George Washington designated Harpers Ferry as the second national armory in 1796 to manufacture firearms for the defense of the United States, making Harpers Ferry a stage for many significant events in American history, including outfitting Lewis and Clark's Corps of Discovery expedition in 1803.
3. The armory at Harpers Ferry became a center for technological innovations where new ideas about the interchangeability of manufactured parts were tried and tested in the armory workshops, and the successful introduction of large-scale manufacturing transformed Harpers Ferry from a quiet, rural village to one of the leading industrial centers of its day.
4. Harpers Ferry preserves the site of John Brown's Raid of 1859, an epic event in opposition to slavery, which helped precipitate the Civil War.
5. On the border between North and South, Harpers Ferry changed hands eight times during the Civil War. Control of this strategic location – a gateway into the Shenandoah Valley and a backdoor to Washington, DC – resulted in five battles being fought at Harpers Ferry in three successive years.
6. The largest surrender of US troops during the Civil War occurred at Harpers Ferry in September 1862, when Stonewall Jackson captured nearly 12,700 Union forces at the largest battle in present-day West Virginia.

¹ Foundation Document, Harpers Ferry National Historical Park, P. 6.

7. Storer College, established in Harpers Ferry in 1867 as a school primarily for former slaves, was one of the first institutions of integrated higher learning in the United States that was open to all applicants, regardless of race or gender, providing educational opportunities to formerly enslaved people during the Reconstruction era and beyond.
8. Storer College was the site of the second Niagara Movement Convention in 1906, where W. E. B. Du Bois presented a progressive philosophy and strategy for civil rights. The conventions led to the formation of the National Association for the Advancement of Colored People in 1909.

The following fundamental resources and values have been identified for Harpers Ferry National Historical Park through the Foundation Document (2016)²:

- Historic Structures – Harpers Ferry National Historical Park reflects more than one event, one date, or one place. It is multi layered, involving a diverse number of people, places, and events, which is reflected in the diversity of historic structures found throughout the park. The historic structures reflect on and connect visitors to the evolution of industry, John Brown’s Raid, the Civil War, and African American history. The Lower Town of Harpers Ferry maintains the appearance of a 19th-century community. The historic structures on Camp Hill reflect the establishment and history of armory dwellings and of Storer College. The current List of Classified Structures identifies 147 structures, ranging from John Brown’s Fort to more modern structures. All but four structures contribute to the park’s National Register of Historic Places significance.
- Cultural Landscapes – The park’s cultural landscapes preserve and interpret the sites where explorers, inventors, raiders, soldiers, townspeople, teachers, and civil rights leaders made their mark on American history. The cultural landscape of historic Lower Town reflects the constraints of the rivers and the surrounding hillsides on the growth of the town and the influence of these rivers on industrial development. Virginus Island contains extensive ruins associated with the 19th-century industrial heritage of Harpers Ferry. Maryland Heights, Bolivar Heights, Camp Hill, Murphy Farm, and School House Ridge reflect Civil War battles and the occupation of Harpers Ferry during the war. The cultural landscape on Camp Hill reflects armory dwellings and yards, the historic Storer College campus, and the Reconstruction era of the nation’s history. These cultural landscapes provide immersive opportunities for people to understand historic events in the places where they occurred.
- Archeological Resources – Archeological resources play a key role in understanding the history of Harpers Ferry. Harpers Ferry National Historical Park protects thousands of years of human history, from prehistory to the modern era with 160 state-listed sites documented. Data about the layered historic events that occurred in Harpers Ferry are preserved in the subsurface remains of the archeological record. Information about industrial, military, and domestic

² Foundation Document, Harpers Ferry National Historical Park, P. 7-8.

activities is revealed through archeological research and provides a new level of understanding about the development of the nation from the 18th to the 20th century. Harpers Ferry National Historical Park's 50 years of robust archeological research give voice to the diverse groups of people who are not well represented in historical documentation.

- **Museum Collections** – Harpers Ferry National Historical Park contains comprehensive museum collections that are intrinsically tied to the historic events and people that have shaped the history of Harpers Ferry and the nation. Currently, there more than 1.1 million artifacts and objects in the museum collections. Some of the highlights of the museum collections include John Brown's family Bible; an 1819 Hall rifle; the mollusk collection of Dr. Madison Briscoe, instructor at Storer College; and other objects associated with John Brown's Raid in 1859. The museum collections also include artifacts and data collected during archeological investigations at the park, most of which are stored at the NPS Museum Resource Center in Maryland. There are currently 4 on-site museum storage spaces for the museum collections and 16 exhibit spaces within the park. The park displays a limited number of the artifacts from the museum collections and receives approximately 220 research requests per year.
- **Natural Communities** – From the rolling mountains of the Blue Ridge surrounding the historic town to the rushing waters of the Potomac and Shenandoah Rivers, the park's 3,745 acres serve as a refuge from surrounding development, contribute to regional biodiversity, and serve as an important wildlife corridor and habitat. The majority of the park is covered with contiguous eastern deciduous forest that supports more than 170 bird species and more than 30 mammals. The park's rivers, streams, and wetlands also provide habitat for numerous aquatic species. These natural communities sit within the Chesapeake Bay watershed and are where the Potomac and Shenandoah Rivers come together to continue toward the bay.
- **Views and Vistas** – Nestled at the gap in the Blue Ridge where the Potomac and Shenandoah Rivers meet, Harpers Ferry National Historical Park protects historic views and vistas. These views inspired Thomas Jefferson to write "This scene is worth a voyage across the Atlantic." The surrounding mountaintops frame these views and provide people with many vantage points, allowing them to immerse themselves visually in the historic landscape of Lower Town. Scenic easements and vegetative buffers surrounding the park screen many of the visual impacts from modern developments. Harpers Ferry National Historical Park works collaboratively with its neighbors to protect and preserve many of these views and vistas that extend beyond the park's boundary.
- **Connections with the Harpers Ferry and Bolivar Communities** – Harpers Ferry National Historical Park is deeply rooted in its surrounding communities. Through its various relationships and partnerships with nonprofits, local municipalities, and state agencies, the park plays a pivotal role in the interconnected preservation of the historic landscape and views, as well as regional education and interpretive efforts. This relationship means that the preservation of cultural landscapes and historic structures is dependent on a continued collaboration and joint stewardship between the park and the

surrounding communities.

- Monuments and Memorials – The monuments and memorials at Harpers Ferry National Historical Park provide a commemorative atmosphere that encourages visitors to contemplate significant historic events that occurred here. There are also monuments and memorials dedicated to the legacy of individuals who have influenced the history of Harpers Ferry. Many of these markers honor Civil War events and African American history connected to the area. This collection also includes markers in recognition of those who have donated land or contributed to the preservation and stewardship of the historic setting at Harpers Ferry.

B. History of Harpers Ferry National Historical Park and Museum Collections

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

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

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

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

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

By the end of the Civil War, Harpers Ferry was a ghost of the former town. Mills on Virginus Island and the U. S. arms manufacturing plants on Lower Hall's Island and

in the Musket Factory yard along the Potomac were largely destroyed. The United States Government decided not to rebuild the Armory at Harpers Ferry and to dispose of its lands and ruined buildings. In part because of these decisions, the town of Harpers Ferry never fully recovered its industrial importance.

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

Henry T. McDonald began to push for recognition of Harpers Ferry in 1929 and more heavily in 1938. Congressman Randolph Jennings submitted legislation in 1943, which was eventually passed enabling the park. Harpers Ferry National Monument was authorized by Congress in 1944 (PL 78-386). This legislation stated that the site would be donated to the federal government. With several false starts, and after McDonald's death, the park finally had the core properties in Lower Town on May 13, 1953, and the Maryland properties (Maryland Heights) were purchased by 1959. The name was later changed to national historical park in 1963. Today, the park contains 3,645 acres, with most of it in West Virginia, but with other sections in Maryland and Virginia.

The initial interpretation of the park was focused on the John Brown Raid but was quickly expanded to include a secondary theme of the entire Civil War but focused on the battle of 1862. It was after a meeting with interested citizens in May 1952, that collections were being discussed, including furnishings for Harper House and several independent collectors of Civil War artifacts. NPS employees focused on collecting for specific projects and dismissed objects that were not useful for the proposed interpretive framework.

Archeology started in the park as early as the 1950s. Since then, over 70 projects have occurred over the entire park, totalling almost 770,000 objects. An Archeological Overview and Assessment was completed in 2023 for more details about the history of archeology at the park.

The living history program was started around 1972. There was a decision not to accession these objects into the collection due to their use within exhibit spaces, not static displays. This decision was reversed in 1982 with the introduction of national policy that stated all objects on display must be cataloged. Hilda Staubs, the museum technician at the time, noted in the accession book "A mess!!" A reversal of this

policy happened in 2018 with the writing of Museum Handbook, Part 2, Appendix N. this allowed the parks to remove these collections if they did not meet certain criteria. HAFE removed approximately 4250 objects from the collection. This process is still ongoing.

C. Collection Themes and Categories

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

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

D. Special Designations

There are no special designations at HAFE.

II. TYPES OF COLLECTIONS

An overall objective of the park's museum management program and the museum collection is to support management goals and objectives. The HAFE significance statements, interpretive themes and resource management objectives mentioned in the previous section provide direction for the acquisition of museum objects and directly inform the following

collecting guidelines. Adherence to the guidelines will prevent arbitrary and excessive growth of the collection, while ensuring that it remains relevant to the park's mission.

The museum collection is divided into two major categories: the cultural collection and the natural history collection. Both types of collections support research, resource management and education; provide baseline data of park resources; document changes that resources are undergoing because of internal park conditions and external effects; and provide for the protection of important objects and species whose *in-situ* preservation cannot be assured. It is critical that all collections support goals associated with the park's purpose.

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

The cultural collection is subdivided into five disciplines: archeology, ethnology, history, art, archival and manuscript collections. Cultural collections from the park, or those directly associated with persons or events commemorated by the park, are more desirable than similar materials without primary association. HAFE's cultural collection currently is composed of archeological, historical, art and archival subcategories. Manuscripts are currently managed as archives at HAFE and are listed as such in this document. An ethnological subcategory has not been developed. The largest portion of the collection is archeology, followed by archives (and manuscripts), then History, and finally art. The following list generally identifies, by discipline, object types appropriate to the park's museum collection and generally describes current representation.

An object from the site or directly associated with person(s) or event(s) commemorated by the park is more desirable than a similar object without such association. Future growth of the collection should be restricted to items related to:

- Interpretive and/or research needs identified in HAFE approved planning documents and resource studies.
- Service-wide initiatives if applicable, but still require CAC review.
- Enhancing the understanding of, and promoting increased stewardship of, the park's cultural resources.
- Cultural resources baselines/inventory 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 (ARPA).
- Refer to the Potentially Hazardous Material Appendix for more information.

A. Archeology Collection

Archeological resources are any material remains or physical evidence of past human life or activities which are of archeological interest, including the record of the effects of human activities on the environment. They can reveal scientific or humanistic information through archeological research ([NPS-28: Cultural Resource Management Guideline](#)). Material remains are “artifacts, objects, specimens, and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve, or recover a prehistoric or historic resource” ([36 CFR 79.4\(a\)\(1\)](#)). Note that archeologists increasingly use precontact instead of prehistoric.

Legal and ethical [standards](#) provide protection for archeological sites and materials. Artifacts found on the surface by NPS staff and visitors outside of an archeological investigation should be left in place; collecting them removes them from their archeological provenience, degrades sites, and can reduce our understanding of the artifacts and their contexts. If archeological materials are collected outside the parameters of an authorized archeological study and brought to park staff, appropriate measures must be taken to ensure that the visitor or staff member collects no more material, that precise provenience information is recorded, when possible, that park cultural resource staff are notified, and that the objects/data are promptly given to the curatorial staff upon receipt by staff members. Parks should develop appropriate standard operating procedures (SOPS), interpretive messages and staff training to prevent this unauthorized collection of materials. Violations under the [Archaeological Resources Protection Act \(ARPA\), 1979](#), should be promptly reported to park law enforcement officers and the Regional Archeologist. <[Archeological Resource Damage Assessment](#)>

NPS Management Policies (2006, section 5.3.5.1) mandates that archeological resources are managed in situ, unless the removal of artifacts or physical disturbance is justified by research, consultation, preservation, protection, or interpretive requirements. “Data recovery actions will be taken only in the context of planning, consultation, and appropriate decision-making . . . conducted within the scope of an approved research design.” Refer to the Research Design Appendix for a more in-depth discussion of research design development within the context of the permitting process.

The HAFE archeology collection includes:

As of Fiscal Year 2024, there were approximately 770,000 artifacts in the HAFE archaeology collection. HAFE has a long heritage of archeology, with one of the earliest, an Arsenal Square (1959) project. Since then, projects have included the rifle works (1960), Virginius Island (1962), sewer lines (1977), the backyards and paymaster yard (1978), Visitor Transportation System (1988), Harpers Garden (1988), Shoreline Rd. (1989), Maryland Heights (1992), Wernwag Dwelling Site (1999), and the Lower Armory Grounds (2012) for examples. HAFE has 75 unique accessions dedicated to archeology and has current projects such as the Henkle

Property Phase I (2023) and archeological overview and assessment (AOA) that is ongoing at the writing of this document. This AOA is identifying locations throughout the park that might be studied more in the future.

While there is no significant documented backlog on the Collections Management Report, there is a declared backlog of around 2000 artifacts to capture work that is needing to be done on this collection. Additionally, there is a significant backlog of around 150 LF of field notes and other documentation that was sent back to the park by the Denver Service Center around 2014 that the park is building a finding aid and trying to discover an order to these records. If these can be tied back to current accessions, these records will be filed with the Resource Management Collection but referring to their original accession numbers.

- a. **Prehistoric Artifacts (8,000 B.C. - 1608 A.D.).** This subcategory contains Native American artifacts including ceramics, lithics, projectile points, and stone tools, as well as related fauna and vegetal remains, dating from the Archaic Period (8000 B.C. - 1000 B.C.) and the Woodland Period (1000 B.C. - 1608 A.D.) leading up to the Contact Period (1608 A.D.) which were excavated or collected from sites within the boundaries of HAFE.
- b. **Historic Artifacts (1608 A.D. - 1900s).** Artifacts excavated or collected from sites within the boundaries of HAFE that date from the start of the Contact Period (1608 A.D.) onward are included in this subgroup of collecting. Those from 1608 A.D. onward associated with Native Americans as well as any other Traditional Associated Group (TAG) are appropriate for this subgroup. Artifacts include projectile points; pottery; household and utilitarian items; architectural fragments and hardware; tools; clothing; coins; porcelain, glass, and ceramic artifacts; ammunition; fauna and vegetal remains; objects related to lock and lockhouse complexes; and similar items recovered during archeological excavations.
- c. **Future Collections Activity.** Collecting in this area will concentrate on the acquisition of artifacts and specimens excavated at HAFE through archeological research studies and compliance projects.

Mandated acquisitions: Archeological collections, except inalienable and communal property (as defined by NAGPRA), recovered from within park boundaries through systematic collection must be retained in the park's museum collection. [43 CFR 7.13](#), "Custody of Archeological Resources," requires that archeological resources excavated or removed from public lands remain the property of the United States. Archeological material must be of archeological value and interest, including scientific integrity and replicability.

NPS Management Policies (2006, section 5.3.5.1) mandate that artifacts and specimens recovered from archeological resources, associated records, and reports will be maintained together in the park museum collection.

Collections (artifacts and/or associated records) may result from research or compliance projects, including because of historical research, surveys (phase I), test excavations (phase II), and research or mitigative excavations (phase III). Every archeology project will result in materials for the museum collection; even if artifacts are not collected, project records (both physical and digital) must be accessioned and cataloged into the collection. These records may include field notes and catalogs; daily journals; drawings and maps; spatial data; photographic prints, negatives, and slides; photographic logs; sound recordings; raw data sheets; instrument charts; remote sensing data; collection inventories; analytical study data; conservation treatment records. The museum curator (or collateral duty museum staff) will work cooperatively with the Project Investigator (archeologist responsible for the project) to make certain that these records are complete and preserved. Always retain original documents rather than copies whenever possible.

Should be acquired: Confiscated archeological materials recovered from unauthorized and illegal activities in HAFE in violation of ARPA should be acquired. These materials commonly include archeological materials illegally excavated or obtained through uncontrolled surface collecting or excavation by unauthorized individuals within a NPS unit's boundaries. Such objects might be held temporarily by law enforcement following legal chain of custody protocols as evidence if legal action is to be taken but should be formally turned over to museum staff as soon as possible. Museum staff should also be consulted to ensure proper handling and transportation of these materials. Objects resulting from unauthorized and illegal activities in the park may be considered for acquisition, with all associated documentation once all legal questions are resolved. If an archeologist or related subject matter expert is not on the park CAC, museum staff should request an assessment of the significance of the materials and potential research value.

May be acquired: Surface or diagnostic finds not recovered from systematic excavations, but which have provenience data and are uncommon in the collection and/or suitable for exhibit may be acquired. Collections recovered from within the park before it was created should be considered on a case-by-case basis depending on legal title, provenience data, condition, objects present, size of collection, associated records, etc...

Not to be acquired: The Park should discourage visitors from collecting cultural resource materials from park property. Artifacts with no direct provenience within the park, artifacts which lack data, and artifacts with questionable provenance should not be accessioned into the museum collection. Objects excavated from non-NPS property, potentially hazardous material (see the Potentially Hazardous Material Appendix), Native American human remains and inalienable and communal property subject to NAGPRA will not be accessioned into the museum collection (see Section III for information about inadvertent discoveries related to NAGPRA).

B. Ethnology Collection

According to NPS-28, [Cultural Resource Management Guidelines \(Chapter 10\)](#), the ethnology classification is used for resources associated with the cultural systems or ways of life, and the related technology, sites, structures, and natural resources of peoples associated with the park from before the park's establishment. The decision to call resources "ethnographic" depends on whether associated peoples perceive them as traditionally meaningful to their identity as a group and the survival of their lifeways.

There are four ethnographic resource types that have been assigned cultural significance by traditional users which include sites (archeological or historic places), structures (built features), objects (portable materials), and landscapes (areas containing diverse natural and cultural resources). When natural resources acquire meaning according to the different cultural constructs of a particular group, they become ethnographic and thus cultural resources as well. A major goal of ethnographic object collections is to facilitate collaborative relationships between the NPS and the peoples whose customary ways of life affect, and are affected by, park resource management.

The composition of the park's ethnology collection is subject to change as traditionally associated peoples are identified.

Ethnographic studies of the park and its resources will generate records including oral histories, journals, photographs, field notes, reports, and other documents associated with ethnographic fieldwork. Because of their documentary nature, these materials shall be included in the museum collection as archives and are described in section II.1.E this SOCS.

Ethnology Collection at Harpers Ferry National Historical Park

At present, HAFE does not have any ethnological materials in the museum collection.

Mandated Acquisitions: There are no legal mandates for the Ethnology collection. Please refer to the Archives Resource Management Records section for guidance on records related to ethnographic studies.

Should be acquired: Only ethnographic materials with a direct association with the park, such as from an eminent individual from an affiliated Native American tribe; should be considered on a case-by-case basis. A park's ethnology collection may include archives and media associated with a study.

May be acquired: Ethnographic objects owned or used by an individual or cultural group traditionally associated with, and significant to, the park mandate. The park should carefully consider collections of non-original ethnographic resources which

may be related to the existing museum collection or attributed to traditionally associated people of the park/park area.

Not to be acquired: Ethnographic materials from peoples who do not have direct traditional associations to the park.

C. History Collection

History collections reflect the spectrum of materials made and/or used during recorded times by humans residing in what today is the United States and its Territories. They include cultural collections that are neither archeological nor ethnological. These collections document individual or community life; social, cultural, political, economic, and technological trends; and events associated with a park's mission, themes, and history. They also may include art, such as paintings and sculpture, and rare books.

Some history collections reflect activities of well-known individuals, others evidence everyday life and actions of working-class people. Documenting and interpreting historical objects to the public in the context of their original settings enhances the public's understanding. For more in-depth discussion of history collections, see [*Museum Handbook II, Appendix G*](#).

History Collection at Harpers Ferry National Historical Park

The HAFE history collection contains pieces from the 1830s through the 1950s. There has been culling of this collection over the past five years to remove missing objects and interpretive props. The current collection size is around 16,000. This also includes an archeology type collection and mollusk collection that was cataloged as history.

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

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

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

- Samples of any item produced in the federal facilities and Hall's Rifle works, along with artifact samples substantiating subsequent modifications. Also,

- representative samples of the same for exhibit and interpretation.
- Furnishings as specified in approved furnishings plans for exhibit purposes only to provide visual completeness to exhibits and which are not incorporated into spaces designated as living history program locations.
- Tools and furnishings for selected commercial and craft shops installed in historic structures and exhibits for the purposes of exhibit only.
- Objects of all types from all sources documenting the life and activities of the residents of the town of Harpers Ferry and the lives and activities of those persons specifically impacting the industrial and commercial activities at Harpers Ferry, especially archeological, architectural, and documentary specimens.

ii. The John Brown Raid (1859)

Because the raid is often considered the heralding action of the American Civil War, it has become the event of greatest national interest commemorated by the park. Therefore, the park will aim to have a complete and well-documented collection of artifacts and archival materials related to John Brown's raid, as well as the knowledge of and information pertaining to the location and nature of significant objects, documents, and data in other collections which relate to the raid. The following criteria apply:

- Weapons, equipment, and related objects used by John Brown and his associates in the planning and execution of the raid or objects representative of those used.
- Weapons, equipment, uniforms, and related objects used by military units or civilians in suppressing the raid or objects representative of those used.
- Objects that were in or at the Armory fire engine house at the time of the raid or representative objects of the same type.
- Objects that were used by John Brown or his raiders prior to and related to the raid.
- Objects related to the life and philosophy of John Brown and/or participants in the raid, especially about abolitionism.
- Original paintings contemporary with the raid and portraying persons and/or incidents related to the raid and participants in the raid and related events, especially the subsequent trial and execution of the raiders.
- Later paintings of clear aesthetic or interpretive value illustrating aspects of the raid, related events, and participants but are not part of the Artist in Residence Program (see section II.A.3.i).
- Limited objects documenting major historic and modern commemorative activities such as the centennial anniversary of John Brown's raid or the significant milestones in park history.

iii. The Civil War (1860-1865)

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

- Weapons, equipment, uniforms, and other military items actually used by troops

at Harpers Ferry, or representative objects of the same for exhibition. (Collecting should be selective. Objects not site-specific or not clearly needed for exhibition should be referred to an appropriate park or museum).

- Objects which illustrate the military engineering involved in the construction, armament, and supply of fortifications within what would become national park lands.
- Original contemporary paintings, related to military activities at Harpers Ferry.
- Furnishings as specified in approved furnishings plans for exhibit purposes only to provide visual completeness to exhibits and are not incorporated into spaces designated as living history program locations.
- Limited objects on major commemorative activities such as the centennial anniversary or other significant milestones in park history.

iv. African American History and Education (Storer College 1867-1955)

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

- Objects predating and dating to the Civil War will be considered if illustrating slavery and freedman occupation in and around Harpers Ferry.
- Objects from all sources related to the inception, the founding, the funding, student life, and all educational endeavors of the freedman’s school and/or Storer College.
- Field collection artifacts from Storer College and/or its campus, including architectural fragments from Storer College structures, when needed as a representative sample or for study or for exhibit purposes.
- Objects related to events of special significance occurring at or near Harpers Ferry related to African American education or history, especially the Second Meeting of the Niagara Movement in 1906.
- Furnishings as specified in approved furnishings plans for exhibit purposes only to provide visual completeness to exhibits and are not incorporated into spaces designated as living history program locations.
- Limited objects on major commemorative activities such as the centennial anniversary or other significant milestones in park history.

- v. **Transportation History**
Part of the industrial and geographical story of the site is the development of transportation systems. Proper repositories exist elsewhere for many objects related to this story. Collection in this area should be restricted to the following:
- Objects specifically concerned with the navigation works of the Potomac Company in the immediate vicinity of Harpers Ferry.
 - Objects related to the design, construction, and operation of the river bridges at Harpers Ferry, especially those dating before 1870.
 - Objects related to the B&O and the Winchester and Potomac railroads.
 - Objects from other transportation networks (such as the James River, other railroads, interstate highways) will not be collected if they do not have a direct connection to Harpers Ferry or Jefferson County.
- vi. **Historic Fabric**
When original fabric is removed from a historic structure during a preservation or repair project, a representative portion of the fabric will be preserved and accessioned into the museum collection, along with any associated documentation. Special consideration will be made for those structures that were occupied during the Civil War and that might contain graffiti under paint layers. Park structures that were significantly altered or were constructed after the Civil War should only have representative sampling of architectural elements. A more detailed and up-to-date Architectural Collection Policy needs to be written and followed during restoration projects within the park. More than one example is not necessary unless it is deemed historically significant, and this significance is documented in the accession records with associated research. This portion of the collection is not growing, and future growth is not anticipated.
- vii. **Natural and Cultural Events**
Items in this category include images, artwork, and other items that document floods, fires, and other events that affect/document the portions of Harpers Ferry that are incorporated within the park's boundaries. These can include a variety of periods of history due to the frequency of occurrence of these events. These objects must document the scene, not an individual or group of people that are not tied to significant events if the images in question are from family collections. Items will not be accepted if they are not directly tied to something that occurred within the current park boundaries.
- viii. **Commemorative Events**
Objects created for commemorative activities such as, but not limited to, the centennial anniversary of John Brown's raid, sesquicentennial of the Civil War, park specific National Park Service centennial objects or significant milestones in park history. While this can include objects sold in the bookstore, these objects will be limited to items without obvious, natural inherent vice such as glass, metal, and paper and will be limited to one item each. Objects reproduced from the collection or items created to produce these items (such as print blocks, screens) will take precedence but are not guaranteed to be included in the collection. This will not include the Artist in Residence Program (see section III.A.3.i).

ix. Living History, Education, Exhibit Props, and Reproductions

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

- Demonstration - Items will be clearly marked as living history or education items and managed by the appropriate staff from the relevant department. Items purchased for this category will not be comingled in exhibits with museum collections. Exhibits that have been designated exclusively for living history or education purposes with no museum property remaining will be managed as interpretation property. These items are inventoried by the appropriate interpretation staff and managed by that department.
- Exhibit Props and Aids - Items are modern and used as filler material for exhibits. These are not intended for consumptive use. An attempt will be made to acquire reproductions that resemble items from the appropriate time period, but when these items are not exact replicas of pieces from the park, they have no historic value as individual pieces and should not be preserved as part of the museum collection.
- Reproductions - When these items are exact replicas of items within the collection, they will be accessioned and cataloged for the life of the reproduction. Disposition of reproductions will be determined at the time of purchase and will be documented using the disposition form from the park's approved Deaccession Plan. Generally, reproductions will be destroyed through a Board of Survey.³ If not an exact reproduction of current or future museum collections, then a determination will be made, at the time of purchase, to whether these items will be considered exhibit props or reproductions and managed appropriately.

³ Museum Handbook, Part II, p 4:21

x. Artist in Residence

The park will not collect this material automatically, rendering this collection closed. Materials made by an artist in residence may be considered as individual objects if a proposal is presented, reviewed, and accepted by the CAC as part of the application process. These will need to fit under one of the other criteria in the SOCS and will need to have potential educational and/or interpretive value based on the themes of the park and after review of the CAC. Current items in the collections will be reviewed for retention under other criteria in the SOCS and if they do not meet any of the other criteria, it will then be removed from the collection. If any Artist in Residence pieces are to be kept by the park but not accessioned, they are to be clearly marked as such and not stored in museum collection spaces.

xi. Future Collections Activity

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

Mandated Acquisitions: There are no legal mandates for the History Collection.

Should be acquired: Only historic material with a direct association to the park is to be included in the museum collection. When a large quantity of an object type is available, priority should be given to acquiring the best-preserved examples. The history collection is based on the park's themes used to establish the following collecting categories: see above.

Future collections activity in this area will concentrate on the acquisition of outstanding examples of objects currently not represented in the collection, which meet the criteria referenced above and clearly address a resource management, interpretive, or research deficiency noted in park documents, thus ensuring that the history collection is relevant to the needs of the park. Acquiring samples of historic fabric (see Appendix G).

May be acquired: HAFE will not accession period pieces and reproductions in the museum collection. Period pieces and reproductions are managed as non-museum property unless of the class mentioned in section x.

Rare books retained for their physical properties or associative value may be acquired into the park's museum collection. Books should never be added to the museum

collection simply because they are perceived as old, rare, or valuable. Park may consult with a librarian/rare book specialist to determine criteria for acquiring rare books. At this time there are no criteria established for rare book collections.

While there are a lot of gaps in the collection at Harpers Ferry, the collection concerning Storer College (1867-1955) is the gap of the most concern. This is a pivotal portion of the history within the park boundaries and there is a desire to interpret this more at the park. Any offers in this category will still be reviewed by the CAC for appropriateness.

Not to be acquired: Any living history props and Artist in Residence objects will not be acquired for the park's collection. This is spelled out in more detail above.

Objects without a direct association to the park's resources.

Objects that duplicate current holdings or objects in such poor condition that they are beyond conservation. Objects that are inherently unstable which causes the item to continually deteriorate with no option for conservation.

Potentially hazardous materials, except on a case-by-case basis. See the Hazards in the Collection Appendix in the Museum Handbook for more information.

D. Art Collection

Art collections generally consist of paintings, drawings, prints, and sculptures admired and appreciated primarily or solely for aesthetic or intellectual content. Although created primarily for utilitarian or decorative purposes rather than aesthetics, the artistry and skill of many folk artists is now recognized, and folk art is sometimes considered within art collections. Although most artists in parks work independently, the NPS may commission artists to create works of art inspired by a specific park or resource.

Art Collection at Harpers Ferry National Historical Park

The art collection at HAFE contains 235 objects. The majority of these are prints or paintings of the town of Harpers Ferry during different periods of history or frames that were categorized as art. The park does possess paintings of Nathan Brackett, Henry T. McDonald and his wife, and busts related to Storer College.

Mandated acquisitions: There are no legal mandates for the art collection.

Should be acquired: Art that is directly associated with the park and/or significant people/events related to the park's enabling legislation should be acquired. [For example, the fine art collection at MABI.](#) Proposed acquisitions must be evaluated by the CAC on a case-by-case basis against existing collections and the park's mission and resources.

May be acquired: Works commissioned by the NPS for specific park purposes, such as exhibitions, illustrations, education, or interpretation may be acquired. Note that contracts commissioning works of art should include language transferring copyright to the NPS.

Not to be acquired: Art with undocumented provenance and no clear title; “office art” or reproductions (posters, prints, and similar mass-produced copies); artwork with no direct association of past ownership, subject, or artist, to the park. NOTE: the NPS Commissioned Art Collection is not managed as a museum collection, but as Federal Property; or Artist in Residence as stated in II.1.C.ix.

Objects in such poor condition that they are beyond conservation. Objects that are inherently unstable which causes them to deteriorate or destroy themselves.

E. Archives Collections

For the NPS, the term “archives” or “archival collections” refers to permanently valuable documents or records providing information about a place, institution, or group of people.

From the [Museum Handbook I, CH 1, pg 11](#):

“Other than resource management records, Federal records should not be included in the museum collection without specific authorization from the National Archives and Records Administration (NARA). These records are the original or ‘record copy’ documents created or received in the course of performing the daily work of the NPS. Examples of records that do not belong in the museum collection include audit records, budget materials, central files, contracting files, financial records, law enforcement records, legal records, museum and project administrative records, permits, personnel records, and superintendent’s correspondence files.”

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

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

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

- Original documents (manuscripts or printed), construction or production drawings, detailing or related to aspects of the development, operations,

processes, products, or closures of Harpers Ferry industry, especially to the federal facilities and Hall's Rifle Works.

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

ii. The John Brown Raid (1859)

Because the raid is often considered the heralding action of the American Civil War, it has become the event of greatest national interest commemorated by the park. Therefore, the park will aim to have a complete and well-documented collection of artifacts and archival materials related to John Brown's raid, as well as knowledge of and information pertaining to the location and nature of significant objects, documents, and data in other collections which relate to the raid. The following criteria apply:

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

iii. The Civil War (1860-1865)

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

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

- iv. African American History and Education (Storer College 1867-1955)
Many of the 30,000 black freedmen who had congregated in the Shenandoah Valley could be found in Harpers Ferry by 1866. This location provided a perfect situation for Dr. Nathan C. Brackett, an agent of the Free Will Baptist Home Mission, to establish a mission headquarters and a Freewill Baptist primary school in the Lockwood House on Camp Hill in Harpers Ferry. By 1867, the “Storer Normal School” was opened and by 1872 the school had expanded to include three other abandoned Armory buildings on Camp Hill and graduated its first class of eight students with credentials to teach in freedmen’s schools. By 1938, Storer College became a degree-granting college. The following criteria apply:
 - Alumnus records, scrapbooks, or photographs documenting Storer College or Harpers Ferry during their time at Storer College.
 - Additional Oral history interviews related to events significant to Storer College, Harpers Ferry, or the park, including administrative histories of the park. These will be incorporated into the park’s Resource Management Collection under Series III: Interpretation and Cultural Resources Records, Subseries G: Oral History.
- v. Transportation History
Part of the industrial and geographical story of the site is the development of transportation systems. Proper repositories exist elsewhere for many objects related to this story.
- vi. Natural and Cultural Events
Items in this category include images, artwork, and other items that document floods, fires, and other events that affect/document the portions of Harpers Ferry that are incorporated within the park’s boundaries. These can include a variety of periods of history due to the frequency of occurrence of these events. These objects must document the scene, not an individual or group of people that are not tied to significant events if the images in question are from family collections.
- vii. Commemorative Events
This category includes objects and artifacts which document important or significant commemorative events at the park. Objects will be limited to the best representative sample from celebrations that mark milestone anniversaries or events, preferably those that have national significance or recognition and that are not included in other NPS collections.
 - Modern photographs or documentation on major commemorative activities such as the centennial anniversary of John Brown's raid or the significant milestones in park history.
- viii. Future Collections Activity
Current and future archive collection materials are managed in accordance with Director’s Order #11D: Records and Electronic Information Management (2012) and the NPS Records Disposition Schedule (2010). The park's Records Management Committee examines all park files before they are transferred to the

National Archives and Records Administration, the park's museum collection, or disposed of, to ensure the retention of important official records in the park.

- ix. **Manuscript Collections at Harpers Ferry National Historical Park**
The term “manuscripts” commonly refers to single documents or collections of documents created by organizations (“organizational records”), businesses (“corporate archives”), and individuals or families (“personal papers”). In NPS museum collections, manuscript collections are primarily donated by individuals, organizations, or families and may include letters between family members, ledgers from family businesses, and photographs documenting the family's history.

Manuscript collections, or donated collections, are not “park Federal records” and should always be maintained and cataloged separately from resource management record collections. They are not subject to the Federal Records Act (FRA), Freedom of Information Act (FOIA), or other laws governing federal records access. Donated collections may be protected by copyright or other restrictions, and the NPS may hold copyrights for donated materials.

The key manuscript collections at the park are the Storer College papers, 1865-1955 (20 LF), Henry T. McDonald Collection, 1872-1951 (6.83 LF), and the Khun Papers, 1870-1990 (3 LF).

Mandated Acquisitions: There are no legal mandates for manuscript collections.

Should be acquired: Manuscript collections should be acquired, but proposed acquisitions must be evaluated by the CAC on a case-by-case basis against existing collections and the park's mission and resources.

May be acquired: Manuscript collections may be acquired, but proposed acquisitions must be evaluated by the CAC on a case-by-case basis against existing collections and the park's mission and resources.

Not to be acquired: Photocopies or scans of diaries, letters, historic photos, etc. from personal collections or other repositories that are more appropriate as library “vertical files” or interpretive use collections and will not be acquired for the museum collection. General “family vacation” images from members of the public and employee personal photos unrelated to the park will not be acquired. Digital copies of analog photos or documents already in the collection created for access and use will not be added to the museum archives.

- x. **Resource Management Records in the Archival Collections at Harpers Ferry National Historical Park**

Resource Management Records (RMR) document the management of natural and cultural resources, and park lands which must be [preserved in perpetuity](#). Using professional discretion and knowledge of park resource management, while working with an NPS archivist (park, regional office, WASO), staff will determine how they support the management of the resources, and if they are active records.

Associated records are Resource Management Records that document and provide context for museum objects, specimens, and samples. Some associated records are specifically mandated by laws and regulations that govern how we manage archeological, biological, and paleontological collections.

For archeology: [Archaeological Resources Protection Act](#) (ARPA), specific reference to retention of associated records found here: [US Code Title 16, 470cc](#). And [36 CFR 79](#) which are regulations associated with undertakings associated with the Antiquities Act, Reservoir Salvage Act, the National Historic Preservation Act, and ARPA.

For biology: [Management Policies 2006 \(nps.gov\)](#) and [36 CFR 2.5](#)

For paleontology: [16 USC 470aaa-1: Management \(house.gov\)](#)

Resource Management Records (RMR) are federal records subject to the Federal Records Act (FRA), Freedom of Information Act (FOIA), or other laws governing federal records access. Although records created by government employees are in the public domain, records within the park archives created by others may be subject to copyright or other legal restrictions. A compelling reason would be needed to accept copyrighted formats.

Based on the 2019 Museum Collection Management Plan, here is a brief hierarchy of the RMR: Series I: Records of the Architect's Office; Series II: Records of the Land Manager's Office; Series III: Interpretation and Cultural Resources Records; Series IV: Natural Resources Records; Series V: Records of the Archeology Program; Series VI: Compliance Records; Series VII: Cultural Landscape Reports; Series VIII: Records of the Administrative Program; Series IX: Records of the Facilities Management Program; Series X: Youth Conservation Corps.

A survey should be conducted of the RMR collection to remove some of the records that are no longer considered part of the RMR. This is a delicate process due to the inclusion of compliance records in other programs, such as administration, in the correspondence records, and interpretation due to the time when resources were managed by the interpretation program.

Mandated Collections: Records associated with collections made through permitted activities associated with ARPA, and Paleontology Resources Preservation Act of 2009 (PRPA) are mandated by these laws to be retained.

Should be Acquired: Resource management and lands records should be acquired regardless of format.

May be Acquired: The *NPS Service-wide Record Schedule* (SRS) and the *NPS Records and Electronic Information Management (REIM Guide)* identify additional records that have enduring value to both the NPS and NARA. These records are not RMR or archives, but a very small set of park records related to protection and safety, wildfire management, park facilities management.

During development of the SOCS, the CAC should review these permanent records in the SRS and REIM Guide and determine if any will be acquired for the museum collection or if all materials will be sent to federal records centers (FRC).

Not to be Acquired: Museum records including but not limited to accession book, accession files, catalog records and databases, catalog folders, annual inventories, images/scans documenting objects/specimens, and object conservation condition and treatment reports must be permanently retained but are not accessioned into the collection.

2. Natural History Collection

The purpose of HAFE natural history collection is to support scientific research, resource management and education; provide baseline data of the park's natural resources; document changes these resources are undergoing because of internal park conditions and external effects; preserve important or locally significant species collected in response to specific research or interpretive needs; and guarantee the protection of important paleontological specimens.

Future growth of the collection is restricted to specimens and associated records generated through authorized, systematic scholarly research and selective acquisition based on:

- Needs identified in HAFE's enabling legislation or presidential declaration, approved planning documents and resource studies.
- Service-wide initiatives.
- Interpretive needs identified in planning documents.
- Enhancing the understanding of, and promoting increased stewardship of, the park's natural resources.
- Natural resource baselines, inventorying, and monitoring activities.

- Regulatory and compliance activities such as those mandated by the National Environmental Policy Act of 1970.

All collecting activities must be in compliance with [36 CFR 2.5](#), [the Research Permitting and Reporting System \(RPRS\)](#), NPS Management Policies (2006, section 4.2.3), *Director's Order #77: Natural Resource Protection* (under development), and *NPS Natural Resources Management Guideline* (1991). Please see Appendix G: Permits for more information.

Uncontrolled surface collecting by visitors or park staff is illegal according to the *Code of Federal Regulations, Title 36, Volume I* (36 CFR 2.1). Specimens found on the surface should not be removed from their original location by the finder; they should be reported to park staff delegated with museum collection responsibilities. If materials are turned in to the park, standard NPS policies and procedures must be followed to ensure that the finder collects no more material, the precise provenience information is recorded, if possible, and the subject specimens and data are delivered promptly to the park. Unless the items are determined to be significant by a subject-matter expert in the respective discipline (biology, geology, or paleontology), they should not be cataloged into the park's museum collection.

Natural resource specimens collected outside park boundaries should not be managed as museum property unless mandated.

HAFE acquires natural history collections through internal NPS projects and externally permitted research projects conducted by researchers within park boundaries. Collections associated with research permits are accessioned and cataloged. NPS projects conducted without a research permit are subject to the same laws and policies as those with a permit.

Acquisitions and future growth of HAFE's natural history collection are initiated by park staff or outside researchers and will be restricted to specimens and associated records divided into three disciplines: biology, geology, and paleontology.

HAFE lies mainly in the Blue Ridge physiographic province, with a portion in the Valley & Ridge province, along with the Piedmont Province. The area is divided by the Potomac and Shenandoah Rivers, resulting in steep terrain and geologic exposures. The broad range of environments creates a mosaic of habitat and ecosystems that support a diverse array of aquatic and terrestrial species. The park contains suitable habitat for several Rare and Endangered species, such as the Allegheny woodrat and Virginia nailwort, as well as many nonnative species that occur.

A. Biology Collection

Museum collections serve as the verifiable and reproducible evidence of a scientific study. Therefore, their collection and long-term preservation is a crucial aspect of ensuring scientific integrity.

Biological resources are plants and animals which live within, migrate through, or otherwise make use of a park. These include all species belonging to all five of the commonly recognized kingdoms of living things, such as flowering plants, ferns, mosses, lichens, algae, bacteria, mammals, birds, reptiles, amphibians, fishes, insects, worms, crustaceans, and microscopic plants and animals. These biological resources can be either native or exotic.

Biological collections include specimens (or parts thereof) from plants and animals and their associated records. Copies of records created during biological research are retained, at the discretion of the park, as part of the museum collection, regardless of specimen collection. These collections document the non-human biology of the park at a given time and place. When researchers make observations about the park environment, they often collect voucher specimens to testify to their observations. If these specimens are not destroyed or consumed in analysis, they may become part of the park's museum collection as determined during the permitting process. The NPS has an ongoing program to inventory and monitor living resources in the park that generates many specimens for the museum collections. Over time, NPS biological collections can help document changes in the park environment and changes in species, thus helping to inform park planning, natural resource management, cultural landscape management, and interpretive programs.

Examples of biological collections may include:

- Animal skins
- Skeletal material
- DNA samples and other viable samples (blood)
- Tissue samples
- Marine and freshwater shells
- Pinned insects
- Pressed plants
- Tree cores
- Casts of animal tracks
- Specimens or other collected material that results in derivatives that may be patentable or otherwise protected under the intellectual property (IP) laws.

Biological Resources at Harpers Ferry National Historical Park

HAFE has diverse biological resources and much remains to be learned about lesser studied taxa and habitats within the park, as well as impacts of anthropogenic and natural processes.

The Flora collection the park maintains was created by staff at the former Storer College in the last half of the 19th century and the first half of the 20th century. This collection is growing through donation from associated people. An inventory of sage, grass and rush was completed in 2008. It is anticipated this collection will grow in the

future, because of inventory and monitoring, other park resource management activities, and authorized scholarly research.

i. Fungi

No major scientific studies involving fungi in the park have been undertaken to date. It is anticipated this collection will grow in the future, because of inventory and monitoring, other park resource management activities, and authorized scholarly research.

ii. Mammals

Seventeen species of Mammals are known to reside in the park. A study was completed in 2003 as part of a larger regional study on small mammals. It is anticipated this collection will grow in the future, because of inventory and monitoring, other park resource management activities, and authorized scholarly research. These collections are a combination of specimens and photographs from trail cameras.

iii. Birds

One hundred and twenty-two species of Birds are known to pass through the park. A bird study was conducted in the park from 2008-2011. It is anticipated this collection will grow in the future, because of inventory and monitoring, other park resource management activities, and authorized scholarly research. Unknown threatened, endangered, or rare species are found in the park due to the migratory bird paths. While no longer on the endangered species list, Peregrine Falcons and Bald Eagles are known to frequent the area and have recently reared young on the cliffs overlooking the confluence of the rivers.

iv. Reptiles and Amphibians

Four species of turtles, eight species of salamanders and lizards, seven species of frogs and toads are known to be around the park. A Herpetology study was conducted in the park 2002-2003. It is anticipated this collection will grow in the future, because of inventory and monitoring, other park resource management activities, and authorized scholarly research.

v. Fish

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

vi. Insects and Arachnids

Twenty-nine species of spiders, 10 species of ticks, mites, millipedes and centipedes, and 134 species of insects have been identified within the park. A rare

wingless crane fly, *Chionea Primativa*, has been found in John Brown's Cave at Harpers Ferry. This fly has thus far been found only here and in the Finger Lakes region of New York State. A study was completed in 2002 on West Nile virus which included collecting dragonflies. Butterfly surveys were conducted in 2002, 2003 and 2008 with approximately 94 species of butterfly in the park. It is anticipated this collection will grow in the future, because of inventory and monitoring, other park resource management activities, and authorized scholarly research.

vii. Associated Records

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

viii. Future Collections Activity

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

A firefly study (HAFE-2023-SCI-0007) being conducted in FY23-FY24 will be housed at the WV Natural Heritage Program in Elkins, WV. There are no other known non-bureau repositories containing HAFE collections.

Mandated acquisitions: Specimens and samples obtained for preservation during inventory, monitoring, research, and study projects, together with associated records, must be acquired. Collecting of animal specimens will be associated with needs identified in the Resource Management Plan/Resource Stewardship Strategy or approved I&M plans, or as needed to voucher research projects. All approved study plans will limit collected specimens to what has been determined as a sufficient number of examples. Threatened and endangered (T&E) specimens should not be added unless (1) accidental death occurs or (2) if researchers comply with all legal restrictions regarding protected species, including all Federal, State, and other permitting requirements for all proposed collections.

Should be acquired: Park will identify gaps in the collection that are significant for baseline inventories and future research. These needs should be identified in RPRS

under the park research needs. Remainder samples and specimens not wholly destroyed during analyses that retain scientific value and potential for further testing remain Federal property and must be returned to the park.

The National Capital Region Network (NCRN) has a [Vital Signs](#) monitoring program that contributes a large portion of the natural resource baseline inventory data for the park. The "vital signs" serve as an early warning system to recognize declines in ecosystem integrity. The park also works with outside researchers and partners to fill in knowledge gaps to better understand park conditions and trends. The park natural resources staff also has plans to develop an herbarium with collections focused on documenting rare plants and other groups of plants within the park.

Typical [I&M](#) protocols for HAFE state that the data will be maintained by the National Park Service National Capital Region Inventory and Monitoring Program at the Center for Urban Ecology and will be available to the park staff. Data is also displayed on the NCRN website. Limited numbers of specimens can be collected from the area. These specimens will be used to determine the identity of species. If these species are new to the park, vouchers will be deposited at the park or at the NPS Museum Resource Center.

May be acquired: Taxidermy specimens with strong provenance to the park (particularly extirpated species) may be acquired. Although taxidermy specimens are traditionally considered more for exhibit or public education purposes, new technologies are proving that these specimens can have scientific value. Therefore, such specimens should be evaluated on a case-by-case basis considering provenance, condition, rarity, and other relevant factors. Specimens prepared prior to the 1990s may be contaminated with arsenic or heavy metals. Never use taxidermy mounts or study skins in hands-on demonstrations, particularly with children. For future potential gifts of taxidermy specimens, the donor should bear the responsibility to test the specimen for harmful materials prior to NPS consideration. For more information on health hazards in collections, see Potential Hazards in Collections Appendix below.

Reproductions, such as casts or molds of a specimen, may be acquired if they are the only remaining evidence of the original specimen. See [NPS Museum Handbook, Appendix N](#) for more information about evaluating the accession of reproductions.

Not to be acquired: Biological specimens collected outside the park's boundaries will not be accessioned into the museum collection. Scientific specimens lacking provenience documentation, lacking scientific value, in poor condition or which were not prepared to professional standards, and species for which the HAFE museum collection already has a representative sample are not to be acquired. Specimens specifically collected as a type or reference collection, e.g., for fire management programs that are used in the field, heavily used, etc., are not to be collected. Living specimens are not to be acquired for the museum collection. Nor is ICMS or its successor to be used to inventory or document living collections.

B. Geology Collections

NPS *Management Policies* (2006, section 4.8) describes geologic resources as both geologic features and processes. “Geologic processes” are the natural physical and chemical forces acting with natural systems and human developments across a broad spectrum of space and time. Examples include: exfoliation, erosion, sedimentation, glaciation, karst processes, shoreline processes, and seismic and volcanic activity. “Geologic features” are the products and physical components of geologic processes. NPS *Management Policies* ([2006, section 4.8](#)) requires the NPS to preserve and protect geologic resources and geologic features as integral components of park natural systems.

As described in the NPS [Museum Handbook, Part II \(2012\)](#), geological collections inform park planning and development, natural and cultural resources management, and interpretation.

Geological Resources at Harpers Ferry National Historical Park

Geologic processes are a major part of HAFE formation, development, and management and should be well represented in the museum collection by specimens and associated records.

There are currently no geologic collections at the park.

Mandated acquisitions: Specimens and samples obtained for preservation during inventory, monitoring, research, and study projects, together with associated records. Remainder samples and specimens not wholly destroyed during analyses that retain scientific value and potential for further testing remain Federal property and must be returned to the park.

Should be acquired: Park will identify gaps in the collections that are significant for baseline inventories and future research. These needs are identified in RPRS under the park research needs. Identified research needs can also come from or be included in other park resources documents (RSSs, Foundation Document, etc.)

May be acquired: Surface or isolated finds, specimens collected in the park illegally that are returned to the park, and specimens collected before the park was established should be evaluated on a case-by-case basis considering factors such as legal title, importance or rarity of the specimen, presence of existing specimens in the museum collection, condition, available provenience, and associated geologic data.

Not to be acquired: Specimens and samples from outside the park’s boundaries. Specimens and samples lacking provenience documentation are not to be acquired. Rock hounding (amateur collecting of specimens) is prohibited in most national parks

by 36 CFR 2.1(a); specimens collected without research permits after the park was established should be referred to appropriate law enforcement officials.

C. Paleontology Collections

The [Paleontological Resources Preservation Act \(Public Law 111-011\) \(PRPA\)](#) defines a paleontological resource as “any fossilized remains, traces, or imprints of organisms, preserved in or on the earth’s crust, that are of paleontological interest and that provide information about the history of life on earth, except that the term does not include— (A) any materials associated with an archaeological resource (as defined in section 3(1) of the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470bb(1)); or (B) any cultural item (as defined in section 2 of the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001)).” (NAGPRA) The law requires that both the paleontological resource and copies of associated records be preserved for the public in an approved repository, to be made available for scientific research and public education.

PRPA requires that paleontological resources collected on federal land remain the property of the United States and that the paleontological resource and copies of associated records will be preserved for the public and made available for scientific research and public education. The law requires curation of these resources, stating “Any paleontological resource, and any data and records associated with the resource, collected under a permit, shall be deposited in an approved repository.”

Uncontrolled surface collecting by visitors and park staff is prohibited. Fossils found on the surface by visitors should not be removed from their original location by the finder, but rather promptly reported to park staff. If visitors or staff collect a fossil illegally, the object and location data should be promptly given to the museum curator upon receipt by staff members.

Identify if molds, casts, and other reproductions such as 3D scans or prints, exist. See [NPS Museum Handbook, Appendix N](#) for more information about evaluating the accession of reproductions. These are made from fossils to share information with other researchers, preserve a specimen in situ before disarticulation, or make surface details clearer for black and white photography. Reproductions, such as casts or molds of a previously collected specimen, may be acquired if they are the only remaining evidence of the original specimen, a portion of a fossil that is now missing due to consumption by destructive analysis, or serve as a record of steps in the preparation process wherein they act to preserve taphonomic information or other important data which has been destroyed by the preparation process. 3D digital files should be preserved as would digital photographs within an archive or other appropriate digital repository.

Paleontology Resources at Harpers Ferry National Historical Park

There are no Paleontological collections at the park.

Mandated acquisitions: Fossil plant, vertebrate, invertebrate, or trace specimens and associated records generated through systematic surveys or excavations undertaken within the park boundaries; [high fidelity casts](#) made from the molds of trace or body fossils left in situ; and scientifically significant paleontological resources, together with their associated records. Remainder samples and specimens not wholly destroyed during analyses that retain scientific value and potential for further testing must be acquired into the museum collection.

Should be acquired: All NPS construction projects in areas with potential paleontological resources must be preceded by a preconstruction surface assessment prior to disturbance. For any occurrences noted, or when the site may yield paleontological resources, the site will be avoided or the resources will, if necessary, be collected and properly cared for before construction begins. NPS 2006 MP 4.8.2.1

May be acquired: Confiscated paleontological materials recovered from unauthorized and illegal activities in HAFE in violation of PRPA may be acquired. These materials commonly include paleontological materials illegally excavated or obtained through uncontrolled surface collecting by unauthorized individuals within an NPS unit's boundaries. When such collections are encountered, law enforcement and museum staff should be consulted as soon as possible to ensure proper accountability, handling, and transportation of these materials. Such objects might be held temporarily by law enforcement following legal chain of custody protocols as evidence if legal action is to be taken but should be formally turned over to museum staff as soon as possible. Once all legal questions are resolved, the objects and all associated documentation should be added to the park's collection after review by CAC and Superintendent Approval.

Parks should generally avoid purchasing fossils, or at least referencing this criterion may be found in the management policies:

A park may purchase fossil specimens for the park museum collection only after making a written determination that the specimens are scientifically significant and accompanied by detailed locality data and pertinent contextual data; the specimens were legally removed from their site of origin, and all transfers of ownership have been legal; the preparation of the specimens meets professional standards; the alternatives for making these specimens available to science and the public are unlikely; and acquisition is consistent with the park's enabling legislation and scope of collection statement, and acquisition will ensure the specimens' availability in perpetuity for public education and scientific research. NPS 2006 MP 4.8.2.1

Specimens collected before the park was established and specimens collected in the park illegally that are returned to the park should be evaluated on a case-by-case basis, considering factors such as legal title, association with historical figures,

importance, or rarity of the specimen, condition, available provenience and associated geologic data.

Presence of existing paleontology specimens of the same species in the museum collection should not disqualify a specimen from being added to the collection because of the probability of species variation between multiple fossils of the same species.

Reproductions, such as casts or molds of a previously collected specimen, may be acquired if they are the only remaining evidence of the original specimen. See [NPS Museum Handbook, Appendix N](#) for more information about evaluating the accession of reproductions.

Not to be acquired: Fossils from outside the park's boundaries; fossils lacking provenience documentation; and purchased specimens, unless they are originally from the park but acquired before it was a park, are not to be acquired.

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

The Native American Graves Protection and Repatriation Act (NAGPRA) of 1990, 25 USC 3001-13, requires, in addition to other actions, a written summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony be completed not later than November 16, 1993. Additionally, NAGPRA requires a written, item-level inventory of human remains and associated funerary objects to be completed no later than November 16, 1995.

Items identified as subject to NAGPRA in the collection, including human remains found in faunal bone or soil samples, newly identified associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony must be addressed within the parameters of the NAGPRA law.

There are no known NAGPRA items in the collection. Several surveys have been conducted to identify such items that might have erroneously been brought into the collection with no results.

IV. ACQUISITIONS

1. Acquisition Criteria

Acquisition of museum objects is governed by the park's ability to manage and preserve materials according to *NPS Management Policies, Chapter 5* (2006), the standards for managing museum objects in *NPS-28: Cultural Resources Management Guideline* (1998); *the NPS Checklist for Preservation and Protection of Museum Collections (Checklist)*; and the *NPS Museum Handbook I-III*.

HAFE continues to acquire objects that relate to the site through donation, purchase, exchange, transfer, field collection, and loan.

In accordance with NPS policy and general museum practice, only unrestricted gifts should be accepted. Only the regional director can allow an exception to this rule. Gifts or bequests must be free of restrictions as to their use and future disposition. However, museum collections are subject to legal restrictions, such as privacy laws and classified data. Refer to the MH-III, Chapter 2: Legal Issues, for information on use and access restrictions.

Museum objects must be acquired, accessioned, and cataloged in accordance with the *NPS Museum Handbook, Part II* (2000).

Firearms and ammunition, acquired for museum exhibits and research purposes, are not intended for use as operational firearms. The NPS standards for managing, use, and disposal of museum objects are outlined in the *NPS Museum Handbook Parts I and II*, and *NPS-28, Cultural Resources Management Guideline*, as well as the *Draft Appendix X: Museum Firearms, Small Arms Ammunition, Artillery, And Munitions* (still under review).

2. Roles and Responsibilities for Accessioning and Deaccessioning

Accountable Officer

The Park's 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 unit's museum collection. The Superintendent has delegated the day-to-day care of the collection to the custodial officer for museum collections. This designation must be made in writing.

All permanent acquisitions must receive formal approval from the Park's Superintendent before they can be accepted into the museum collection. Before physical receipt of the acquisition, all paperwork, including the Deed of Gift, must be signed by both the park and the donor. Upon receipt, all newly acquired objects and related documentation must be turned over to the Receiving Officer. The Curator, or Custodial Officer, 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.

The Superintendent, as the accountable officer, also must approve all incoming loans, which are considered temporary acquisitions, and is the final signatory for all loan documentation.

Custodial Officer

The custodial officer is directly accountable and responsible for the physical care and documentation of the museum collection. The custodial officer, usually the curator or other museum staff (including collateral duty), provides oversight of the museum collection, as delegated by the Accountable Officer. In the absence of those positions, it may be assigned as a collateral duty to an employee in a different job series.

Designated Receiving Officer

The Superintendent appoints, in writing, the Receiving Officer for the museum collection.

The Receiving Officer is responsible for documenting the receipt of museum collections. The Receiving Officer can be one of the museum staff or a staff member from another. program/division.

The Receiving Officer signs the Accession Receiving Report (Form 10-95), the Receipt for Property (DI-105), and any other receipts for museum property. The Custodial Officer cannot serve as the Receiving Officer, nor can the Superintendent.

Collections Advisory Committee

The Collections Advisory Committee (CAC) reviews the appropriateness of the proposed accession or deaccession and its disposition.

Since 2017, all parks are required to establish a CAC. A CAC is required to review all proposed new accessions other than scientifically generated archeological and natural history field collections and their associated records from NPS-administered land. The CAC should also review any miscellaneous items “found in collection.” See *Museum Handbook*, Part II, Chapter 2 for types of accessions and their definitions.

Park-specific CACs shall be established based on the guidelines for deaccessioning committees in the [Museum Handbook, Part II, Chapter 6](#) and [Appendix B](#). The CAC must include at least one member at the GS-1015-11 grade or higher, must include at least three members, with one of these members on regional staff, and must make recommendations in writing.

V. MANAGEMENT ACTIONS

Acquisition and deaccession decisions are guided by NPS *Museum Handbook* mandates, strategic collecting directions outlined in this SOCS, and the following management actions:

Required topics:

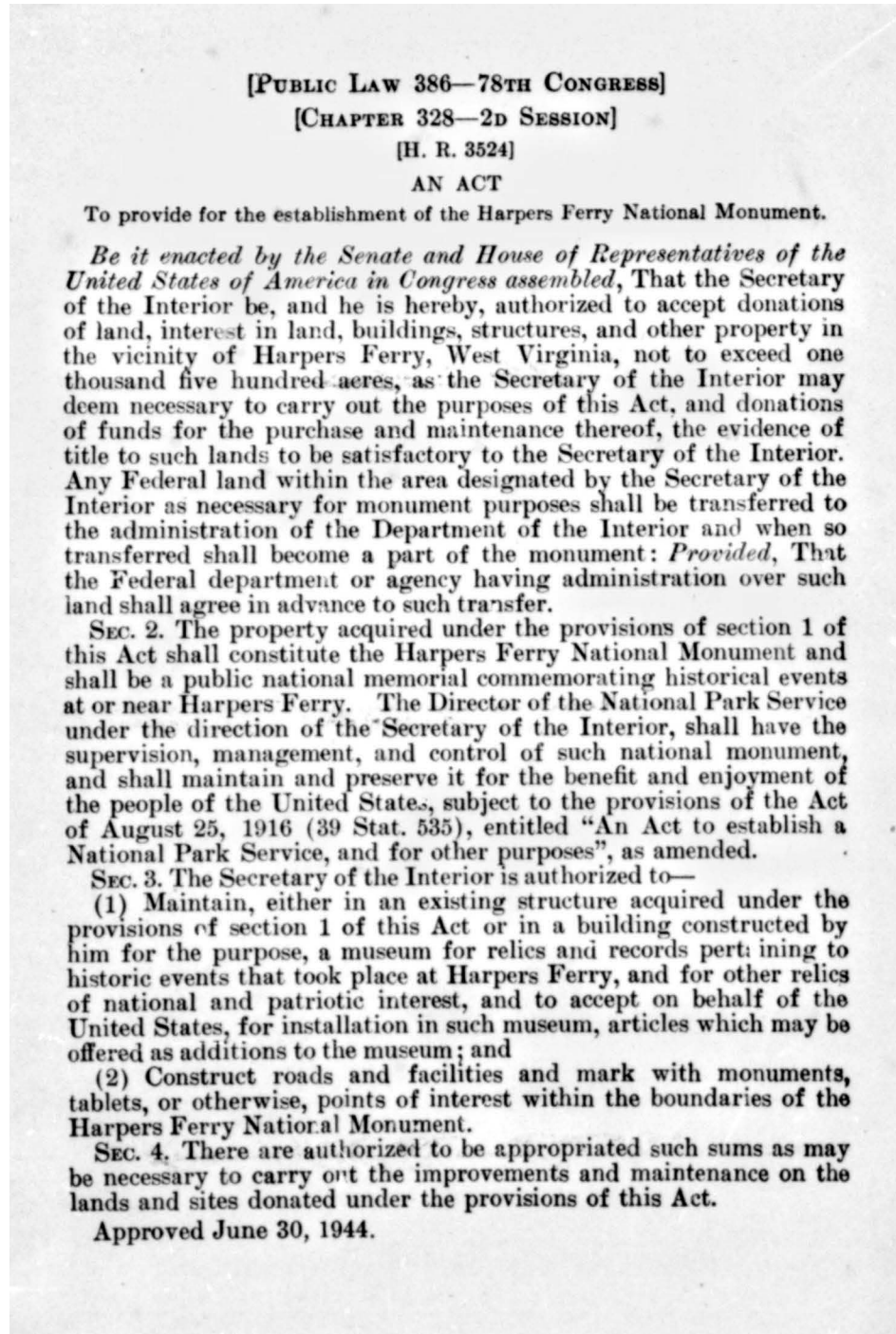
- As stated in the [Museum Handbook I, chapter 2, section J: Writing the Management Actions section](#), SOCS will be reviewed and updated at least every five-years but can be updated more often whenever changed conditions clearly alter the mission of the park or when priorities in a specific collecting category have been met. Changes must

- be approved by the superintendent.
- CAC will be reviewed and updated to fill vacancies as needed.

Optional inclusions:

- HAFE will establish a process/procedure to identify, process, and potentially acquire archives in conjunction with park records management practices and procedures. (List alphabetically).
- All artworks should be carefully inventoried and clearly marked as accessioned, decoration, or personal property.
- At minimum, provide a digital copy of the park's accession book to the NCR Museum Resource Center every five years for backup museum collection documentation.
- Continuation of conservation of museum objects is now a priority with the completion of the paper survey in 2009 and the general collections condition survey in 2019.
- Continue with 100% inventory of history collections at the park and MRCE. To date the cabinets and shelves in the Jackson House (Bldg. 82) have been inventoried as well as the collections in Shipley School (Bldg. 98).
- Continued evaluation of the collections will be ongoing. Review for duplication and appropriateness to the current Scope of Collections Statement. Deaccession as appropriate or remove from collections as accessioned in error if that fits the intended acquisition for selected pieces.
- Transfer the loans from Gettysburg National Battlefield to park collections.
- Conduct an archival survey of the park's records.
- Review the research permits that have potential of generating collections for any outstanding paperwork or cataloging needs.
- Work with interpretation on the drafting and review of a long-range interpretive plan and any exhibit plans.

Appendix A: Enabling Legislation



- On June 30, 1944, Congress established Harpers Ferry National Monument ([Public Law 78-386 - 78th Congress, Chapter 328 - 2nd session, H.R. 3524](#)).
- On July 14, 1960, Congress authorized ([Public Law 86-655 - 86th Congress, S. 2674](#)) the addition to Harpers Ferry National Monument of the Storer College site and the original site of the engine house known as John Brown's "Fort" and the old Federal Armory.

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

Appendix B: NPS Museum Collections

The Department of Interior defines a museum collection as a subset of personal property that is retained for long-term preservation, study, and interpretation consistent with statutory requirements and its relationship to the mission of the respective bureau and park. The NPS affirmed its mandate to actively acquire and preserve objects, specimens, and archives in *NPS Management Policies* (2006, section 5.3.5.5), stating that “The Service will collect, protect, preserve, provide access to, and use objects, specimens, and archival and manuscript collections . . . in the disciplines of archeology, ethnography, history, biology, geology, and paleontology to aid understanding among park visitors, and to advance knowledge in the humanities and sciences.”

Parks acquire and manage museum collections because they 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. Natural and cultural objects and their associated records provide baseline data, serving as scientific and historical documentation of the park’s resources and purpose. All resource management records that are directly associated with museum objects are managed as museum property. These and other resource management records are preserved as part of the archival and manuscript collection because they document and provide an information base for the continuing management of the park’s resources (NPS-28 *Cultural Resource Management Guideline*, 1998: 137).

Because of their significance, *NPS Management Policies* (2006, section 1.4.6) includes museum collections among the park resources and values which are subject to the no-impairment standard. Impairment (pg. 11)

[NPS Management Policies \(2006, section 1.4.6, pg 11\)](#)

1.4.6 What Constitutes Park Resources and Values

- The “park resources and values” that are subject to the no-impairment standard include + the park’s scenery, natural and historic objects, and wildlife, and the processes and conditions that sustain them, including, to the extent present in the park: the ecological, biological, and physical processes that created the park and continue to act upon it; scenic features; natural visibility, both in daytime and at night; natural landscapes; natural soundscapes and smells; water and air resources; soils; geological resources; paleontological resources; archeological resources; cultural landscapes; ethnographic resources; historic and prehistoric sites, structures, and objects; museum collections; and native plants and animals;
- appropriate opportunities to experience enjoyment of the above resources, to the extent that can be done without impairing them;
- the park’s role in contributing to the national dignity, the high public value and integrity, and the superlative environmental quality of the national park system, and

the benefit and inspiration provided to the American people by the national park system; and

- any additional attributes encompassed by the specific values and purposes for which the park was established. (See introduction to chapter 4)

Appendix C: Legislation Related to NPS Museum Collection and Other Related Conventions, Laws, and Regulations

These laws provide the legal mandates for NPS management of museum collections:

- 16 USC
 - 469-469c: Reservoir Salvage Act of 1960, as amended
 - 470aa-mm: Archeological Resources Protection Act of 1979
 - 470aaa: Paleontology Resources Preservation Act of 2009
 - 668a Bald Eagle Protection Act of 1940, as amended
 - 703-711 Migratory Bird Treaty Act of 1918
 - 1361-1407 Marine Mammal Protection Act of 1972
 - 1531-1543 Endangered Species Act of 1973, as amended
- 18 USC 43-44 Lacey Act of 1900 [The Black Bass Act of 1930 (16 USC 851) added fish to the list of wildlife under the Lacey Act]
- 25 USC 3001-3013 Native American Graves Protection and Repatriation Act of 1990
- 41 USC 102-41 Subpart C Voluntarily Abandoned Property
- 42 USC 1996 American Indian Religious Freedom Act of 1978
- 54 USC
 - 100101: Promotion and Regulation
 - 100301-100302: Establishment (Organic Act of 1916)
 - 100701 et seq.: System Resource Inventory and Management (National Parks Omnibus Management Act of 1988)
 - 102501-102504: Museums (Museum Properties Management Act of 1955)
 - 300101 et seq: Historic Preservation (National Historic Preservation Act of 1966)
 - 312501-312507: Preservation of Historical and Archeological Data (Archeological and Historic Preservation Act of 1974)
 - 320301-320303: Monuments, Ruins, Site, and Objects of Antiquity (The Antiquities Act)
 - 321010-3210106: American Antiquities [Policy and Administrative Provisions], (Historic Sites Act of 1935)

The following regulations include major requirements for NPS museum collections management.

- Copyright Act of 1976 (17 USC 101 et seq. [1988 & Supp. V 1993])
- Curation of Federally Owned and Administered Archeological Collections (36 CFR Part 79)
- Disposition of Federal Records (36 CFR 1228)
- Disposal of Records (44 USC 33)
- Endangered and Threatened Wildlife and Plants (50 CFR, Sections 17.11 and 17.12)
- Federal Property and Administrative Services Act of 1949, as amended (40 USC 483[b])
- Federal Records Act of 1950, as amended (44 USC 3101 et seq.)
- Freedom of Information Act of 1966, as amended (5 USC 552)
- Native American Graves Protection and Repatriation Regulations (43 CFR 10)
- Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109)
- Preservation of American Antiquities (43 CFR Part 3)

- Privacy Act of 1974 (5 USC 552a)
- Protection of Archeological Resources (43 CFR Part 7)
- Research Specimens (36 CFR, Section 2.5)
- Abandoned Shipwreck Act of 1987 (43 USC 2101 through 2106)
- Animal Welfare Act of 1966 (7 USC 2131 through 2159)
- Copies of records, documents, etc.: charges, disposition of receipts (43 USC 1460)
- Commercial filming activities on federal land (Public Law 106-206)
- Department of the Interior Fish and Wildlife Policy: State-Federal Relationships (43 CFR 24)
- Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies were published in the Federal Register as 67 FR 5365
- Federal Cave Resources Protection Act of 1988 (16 USC 63)
- Federal Land Policy and Management Act of 1976 (43 USC 35)
- Federal Technology Transfer Act of 2012 (15 USC 3710)
- Information Quality Act (passed in section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Public Law 106-554; H.R. 5658)
- National Archives and Records Administration Act of 1984 (44 USC 21)
- Omnibus Consolidated Appropriations Act of 1997 (Public Law 104-208)
- Permits (36 CFR 1.6)
- Preservation of Natural, Cultural, and Archeological Resources (36 CFR 2.1)
- Presidential and Federal Records Act Amendments of 2014 (Public Law 113-187; H.R. 1233)

Presidential memoranda pertinent to museum and archival collections include: Memorandum on Preserving Scientific Integrity in Government Decision-Making (2009) and the Presidential Memorandum on Managing Government Records (2011)

- “Technical Edits” for 36 CFR were published in the Federal Register as 80 FR 36474, effective as of on June 25, 2015

The following international conventions apply to NPS cultural collections:

- 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)
- 1983 Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

The following governmentwide and departmental policies and standards apply to NPS museum collections:

- 41 CFR 101 Federal Property Management Regulations (FPMR)
- Departmental Manual Part 11, Museum Property Management, Chapters 1-3

- Departmental Manual Part 517, Chapter 1, Pesticide Use Policy
- Interior Property Management Regulations, Departmental Manual Part 410, Personal Property Management (Subpart 114-60)

Excerpts from NPS Management Policies (1988) that are specifically relevant to museum objects are as follows:

- Chapter 4 - Natural Resource Management
 - Natural Resource Collections (Page 4:4)
 - Integrated Pest Management Procedures (Page 4:13)
 - Paleontologic Resource Management (Page 4:19)
- Chapter 5 - Cultural Resource Management
 - Inventories (Page 5:1)
 - Preservation of Data and Collections and Protection of Research Potential (Page 5:3)
 - Treatment of Museum Objects (Pages 5:9-10)
 - Acquisition, Management, and Disposition of Museum Objects (Page 5:10)
 - Historic Furnishings (Page 5:10)
 - Archives and Manuscripts (Pages 5:10-11)
 - Fire Detection and Suppression (Page 5:14)
 - Pest Management (Page 5:14)
- Chapter 7 - Interpretation and Education: Interpretation and Native Americans (Page 7:5)
- Chapter 8 - Use of the Parks: Research and Collection Activities (Pages 8:15-16)
- Chapter 9 - Park Facilities: Curatorial Facilities (Page 9:15)
- Chapter 10 - Concessions Management: Merchandise and Handcrafts (Pages 10.8-9)

Director's Orders (DO) supplement the NPS Management Policies. The following DO include guidance for museum collections

- Director's Order #11D: Records Management
- Director's Order #24: NPS Museum Collections Management
- Director's Order #28: Cultural Resource Management
- Director's Order #44: Personal Property Management
- Director's Order #77: Natural Resource Protection
- Director's Order #77-10: NPS Benefits Sharing
- Director's Order #79: Integrity of Scientific and Scholarly Activities

For a more detailed description of legislation and regulations as related to NPS museum collections, please see [Museum Handbook, Part I, Appendix A: Mandates and Standards for NPS Museum Collections](#).

Appendix D: Uses and Restrictions of Museum Collections

A. General Use

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

- All exhibits or displays containing museum objects must have proper security and appropriate environmental controls to ensure their long-term preservation.
- Social Media posts must follow the guidelines outlined in *Director's Order #70*.
- Objects and records will be available for research purposes consistent with the preservation of the collection, subject to the guidelines outlined in *Director's Order #28* (1998) and *Director's Order #24* (2008).
- No use of the museum collection will be permitted without a curatorial staff member present. Prior arrangements must be made to examine museum collection materials. Non-NPS researchers who wish to use the collection must complete an application form, which will be reviewed by HAFE curatorial staff.
- Museum objects are prohibited from being used in living history demonstrations. For more information regarding museum collection use in demonstrations, see [Museum Handbook, Part III, Chapter 6](#). 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) and the [Museum Handbook, Part II, Chapter 4](#).
- Requests for monetary and/or non-monetary benefits sharing stemming from research results derived from NPS-permitted research including progeny and unmodified derivatives of collected specimens, museum specimens, living collections, and multiple generations thereof, i.e. *Material*, will comply with [Director's Order #77-10](#) (2013) and [NPS Benefits-Sharing Handbook](#) (2018).

With appropriate authorization, documentation, and tracking, collected specimens may be used in the laboratory to create *Material*. The Collected Specimen Transfer Agreement (CSTA) authorizes the movement of collected specimens when a determination has not been made regarding final disposition. The Material Transfer Agreement (MTA) authorizes the movement of material that a researcher has created in a laboratory, and the loan agreement authorizes the movement of permanently retained museum specimens or living collection items.

Parks must use research permits, CSTAs, cataloging records, loan agreements, and MTAs, as applicable, to track collected specimens, museum specimens, and material. Tracking collected specimens, museum specimens, and material is critical to monitoring commercial use of research results and eventual benefits sharing.

- Objects may be loaned to qualified institutions for exhibition or research use in keeping with the conditions cited in “Conditions for Outgoing Loans (Form 10-137A)”. No loans are made to individuals. Institutions must be able to adequately care for the loan and the borrowing institution must complete a facility report to determine the risk of lending an object. A standard facility report can be purchased from the American Alliance of Museums. A condition report (Form 10-637) along with photographs of the loan shall be completed by collections staff before it leaves NPS custody. Sensitive materials may require additional conditions prior to a loan commitment. Expenses related to the loan of museum collection objects, including shipping and insurance, will be assumed by the borrower.

No exemption will be granted for use of museum objects where such use may lead to loss or destruction of human remains, associated or unassociated funerary objects, sacred objects, or objects of cultural patrimony as defined by NAGPRA, unless such use is approved by the culturally affiliated group(s) in addition to the regional director or director as described in NPS-28, Cultural Resource Management Guidelines. Exhibition of Native American skeletal or mummified human remains or photos or replicas of them are specifically prohibited.

An exhibit plan and design (EPD) serve as a guide for the development of exhibits that support the interpretive themes of a park. The final production-ready exhibit plan identifies the museum objects and graphics to be exhibited and provides label text. Detailed design drawings provide specifications on environmental and security needs for objects, special mounts needed to support objects, and techniques in exhibit case construction that facilitate access to museum objects. Park curatorial staff, conservators, and regional curators must be included in the development and review of EDPs. Indigenous groups associated with archeological and ethnographic objects will be consulted about their use in exhibits. (The *NPS Museum Handbook*, Part III provides guidance on the exhibit plan and design.)

Any and all uses of materials from the HAFE 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 must be approved by the Regional Director.

B. Commercial Uses

1. Filming & Photography

Filming and photography that will subject collections to unacceptable light levels, heat buildup, deterioration or possible breakage or theft shall not be permitted. Items subject to copyright and privacy shall have all appropriate releases obtained before filming or photography is permitted. Traditionally affiliated groups shall be consulted to determine

whether filming or photography would have an adverse impact on them before permitting use of museum collections.

On January 22, 2021, the United States District Court for the District of Columbia issued an order in *Price v. Barr*. The decision declared the provisions applying to commercial filming under 54 U.S.C. 100905, 43 C.F.R. Part 5, and 36 CFR 5. are unconstitutional under the First Amendment. The National Park Service is working with Department of Interior solicitors and the Department of Justice attorneys to determine the ramifications of the decision and how this decision will be implemented.

Until further instructions are provided, the implementation and enforcement of the commercial filming portions of 43 CFR part 5 including: 1) accepting applications and issuing permits for commercial filming; 2) enforcing the terms and conditions of permits or issuing citations and 3) collecting cost recovery and location fees for commercial filming activities will cease.

If filming activities in your park that would have previously been managed under a commercial filming permit could potentially impact park resources or the visitor experience, please reach out to the NPS Special Park Uses WASO program manager for further assistance. We anticipate issuing additional guidance about how parks can manage filming activities in a manner that complies with the court order. If you have questions, please contact the NPS Special Park Uses WASO program manager at 202-513-7092.

2. Reproduction of Museum Objects for Profit

Only the Superintendent can authorize reproduction of a museum object, archive, or specimens. A park can enter into agreements with a cooperating association to reproduce museum collections as sales items. Parks can also enter into a reproduction agreement with contractors or other organizations to reproduce a museum object for sale or distribution. All reproductions of NPS museum objects must carry a reproduction mark, NPS credit, and interpretive label.

For detailed information regarding factors to evaluate when considering a reproduction request, legal issues, information about reproduction agreements, and other issues, see the NPS [Museum Handbook, Part III: Museum Collections Use](#). Additional information is provided in DO-21: Donations and Fundraising, DO-32: Cooperating Associations, and DO-53: Special Park Uses.

Appendix E: Sensitive and Confidential Information Statement

In accordance with 54 USC 300101 et seq.: Historic Preservation, commonly called the National Historic Preservation Act; ARPA, NHPA, as amended (16 USC 470aa-mm); 54 USC 100701-100707: System Resource Inventory and Management, and NPS Management Policies (2006, sections 4.1.2. and 5.2.3), the Park may withhold from the public sensitive and confidential information, including the specific location, character, nature, ownership, or acquisition of cultural resources, and the nature and specific locations of rare, threatened, or endangered species, commercially valuable resources, caves, minerals, and paleontological resources.

Under some circumstances, the NPS may be required by law to disclose confidential information acquired during consultations, public meetings, and other research, planning, and stewardship activities, or in association with the acquisition of resources, including museum collections. Therefore, the park cannot guarantee confidentiality of all information received. To the extent permitted by law, the park will withhold from public disclosure information provided by individuals who wish the information to remain confidential and the identities of individuals who wish to remain anonymous and who are protected from release by exemption under FOIA. The park should refer inquiries to the regional FOIA and Privacy Act officer for consultation and possible review.

Appendix F: Hazards in Collections

Potential health and safety concerns may exist in NPS collections due to the nature of the object or specimen or to past management strategies. Some examples of inherent risks for natural science collections include: rocks and minerals may be radioactive or contain asbestos, mercury, or arsenic; fossils from some formations may be radioactive and may emit high levels of radon; fluid-preserved specimens are sometimes fixed or stored in formalin; and taxidermy collections may contain arsenic.

Samples of materials from historic structures may contain asbestos, lead, arsenic, or other potential hazards. History, ethnology, and archeology collections may include objects with radioactive compounds; mercuric or arsenic compounds; chromium, cadmium, zinc, and lead; and pyrotechnic compound fillings, chemicals, or gas. Deteriorating cellulose nitrate film emits nitrogen oxide gases. Deteriorating cellulose acetate film emits acetic acid. Ammunition for historic firearms and unexploded ordnance (UXO) such as bombs, cannonballs, grenades, rockets, & other projectiles and explosives may be live. Spears, swords, and arrows have sharp edges and may be coated with poisons. Medical, dental, and veterinary equipment may contain viable pathogens, or toxic or controlled substances. Industrial equipment, machines, and vehicles may also contain many types of hazards such as broken glass, rust, and other contamination.

Suspected unexploded ordnance (UXO), live ammunition, and other explosives and energetic materials may be discovered in storage and on exhibit, during archeological excavation, construction, or other approved ground disturbing activities, and by park visitors. UXO is extremely dangerous and constitutes a major safety risk. Treat all ordnance with extreme caution and never assume it is disarmed. Upon discovery, secure the space where the UXO resides. Do not attempt to touch, handle, or move any suspected UXO. Contact your regional curator and park Law Enforcement Ranger or Safety Officer and provide them with the following information:

- The circumstances that the items were found, a detailed description of events, current storage conditions, and the information on instructions/labeling already completed.
- Provide a catalog number list of the UXO and any other ammunition (small arms and ordinance).
- Provide any photos that can be found and scan/include those in the correspondence. Do not go back and photograph.
- Include the number of cabinets in which these items are stored or if there are any on open shelving, in boxes, etc.

The service-wide policy outlined in NPS DO-50B, Occupational Safety and Health, along with the Museum Handbook, outlines a framework for establishing and implementing a Risk Management process when managing hazardous collections including:

- Recognize and identify the hazards
- Evaluate the hazards
- Reduce or eliminate the hazards to the extent possible

NPS DO-24 (section 4.3.11) requires that curatorial staff notify users that collections may have been treated with potentially toxic substances. All individuals seeking direct access to NPS museum collections must be provided with DI-3320 “Notice of Potential Hazards in Museum Collections.” The form must be completed before providing access to collections, including repatriations, traditional use, and loans of materials from the collection for management or research. Completed DI-3320s with original signatures must be retained by the park that is accountable for the collection being accessed for 120 years from the date the form is signed. If the recipient of the form declines to sign the form, document this in the notes section at the bottom of the form.

Known hazardous collections may be acquired or deaccessioned on a case-by-case basis and only when the hazards have been identified and can be appropriately and safely mitigated.

Currently, the only known hazards in the collection are as follows: lead ammunition dating to the Civil War, various sharp objects including glass, ceramic, and metal fragments, exceptionally heavy items that pose a lifting risk such as anvils and iron bridge pieces. There are no known objects containing arsenic, mercury, or other hazardous materials in the collection. Safe handling practices for these objects include always wearing gloves when handling to prevent lead contamination and prevent cuts from sharp objects. The heavy objects are either stored on movable bases to assist with moving when necessary or have been transferred to MRCE.

Appendix G: Architectural Collection

There has been a lot of controversy over this collection at HAFE. Many people don't understand why these items are kept from buildings that we have, or buildings that were torn down over time. Once buildings are removed from the landscape, all that remains are photographs, drawings, and the select few items kept reminding us of those who occupied them before. The NPS has changed policies over time from removing buildings, to preserving them, to removing them again. Many times, we only take a cursory look at the structure to see the condition but don't look at it in depth due to time and/or condition to understand the history it is hiding. Other times, we preserve items as a catalog of how to recreate portions of that building to make sure we continue telling the true story of its architecture.

Two memos were written in 1994 regarding this collection. There has been controversy over this collection and this correspondence puts that into writing. This correspondence also lays out some of the importance that was seen in the 1990s, this importance is still found today. Finally, there is mention of the culling that occurred to this collection at the time. There is little information on the culling process beyond these memos. These memos also discuss the culling that has been done to this collection to date.

These have been scanned and imported into this document and cleaned up to save space and allow for better formatting. The originals are found in the accession folder for HAFE-1133. Additional correspondence about the keeping of these objects is also found in this accession.

June 27, 1994

MEMORANDUM

To: Regional Curator, NCR
Regional Historical Architect, NCR Assistant Regional Curator, NCR
Chief, Division of Interp. & CRM, HAFE Park Curator, HAFE
Historical Architect, HAFE

From: Museum Technician, HAFE / NCR

Subject: HAFE Architectural Building Fragments

Since late October of 1991 to the present, I have sorted, inventoried, cataloged, cleaned, and researched this collection around my other duties here in the park and at the regional office. In this memo I would like to share with each of you some of my research findings on this collection, talk about some of my own personnel feelings about this project with suggestions included for it's future.

A. RESEARCH FINDINGS:

One of the doors from the Lockwood house was discovered to have graffiti possibly from the Civil War. A volunteer and I discovered this while vacuuming the door. The graffiti is in pencil. The door is a Greek Revival design, circa 1830's. I know that the Lockwood House was built in 1848. Was the Greek Revival design popular in the 1840's? I also know that before the Lockwood house was built, John Hall lived in a house somewhere behind where the Lockwood house is today. Could this door have been used in John Hall's house and later reused by the paymaster in Lockwood? A drawing of this door from the research reports of Lockwood is attached. I labeled this as figure 1. It has been decided by the park to store this door in the study collection to use as a model for the Lockwood house restoration.

Two doors from building 10, have box like locks that have the same maker and same date that the lock was patented. The maker's name is Russel and Erwin Manufacturing Company. The locks say R & E MAFG Patented May 29, 1856. The archaeologists loaned me a reproduction catalog of R & E from the year 1865. However, I was unable to find the locks in. the catalog. R & E had warehouses in Philadelphia, New York, San Francisco, and New Britain, Connecticut. To me this shows that the maker of the doors or someone purchased the locks from one of the warehouses. Attached, is figure 2, a copy of what these doors look like from the research report of building 10. Most of the fragments were either marked in chalk as to which building they came from or had a tag attached. Although, there were also many other artifacts that were unmarked as to where they came from. Our modern photo files date from about 1955 to somewhere in the early 80's. The photos from the 1950's shows lots of the buildings in their original condition before the Park Service took over. One day I noticed a few of these photos on the table. I looked at a few and recognized a set of porch balusters that we had in our collection that were unmarked to their building of origin. The porch balusters were from building 12. The location on the catalog sheet was also changed to building 12. There are lots of artifacts left that were cataloged under unknown building of origin. The modern photos may still hold the key to their origins, but someone should compare the artifacts to copies of the photos. Figure 3, a copy of a photo of building 12 shows the balusters.

I have also found architectural drawings of some of the buildings here in the park library. The dates of these drawings range from the 1950's to about 1991. I found the same balusters from the building 12 photo, but in architectural drawings. There is even a set of drawings from building 20, which was demolished. Drawings like the photos should be matched up to the artifacts with unknown origin of building. Attached is figure 4, a copy of the architectural drawing of the same baluster from building 12.

The hardware (i.e. hinges, nails, and other iron parts) had interested me a little more than the other kinds of fragments. Some of the interesting finds are as follows:

A pair of square butt hinges from Marmion tenant house 1-C had engraved on them Dec. 22 1857. 3 inches was engraved on the same side. On the back was I think neng butt? Those two words I am not sure of. High humidity in the building caused rust to damage that area of the artifact. I was unable to find an exact picture of these hinges in the reprint of the Russell and Erwin catalog in 1865. Enclosed in the back are some examples I circled that look similar to the hinges from building 1-C. This copy is figure 5.

I found a thumb lath from the Harper House. From my research, this lath was more frequently used sometime after 1750. A picture of this same lath is enclosed in figure 6. The information is from a book in the park library, titled THE DATING OF OLD HOUSES BY DR. HENRY C. MERCER.

A pair of window pulleys from building 23, which is no longer standing have wheels made out of wood. My research failed to find out anything about them. What I would like to know is are wooden wheels on window pulleys older than those that have metal? What period of time were they used, early 19th century? What I do know is building 23 was built after the Civil War, probably 1870. I also know that it was a brick store. My educated guess is that window pulleys with wooden wheels were used about 1870 and were used at the same time as those with metal wheels. I made a sketch of the artifact, which is attached in figure 7.

There are another pair of window pulleys with metal wheels. However, the difference with this pair is that on the bottom is a patented date of 1887. The building to where they came from is unknown. With the date of this artifact and the 1865 Russell and Erwin Manufacturing catalog, window pulleys with metal wheels were used after the Civil War. A sketch of this artifact is also attached in figure 8.

Out of all the hardware, the nails interested me the most. The Harper House had the largest assemblage out of all the buildings in the park. So, I decided to find an example of every type from the eighteenth century to one that was close to the present and put them in a chronological order to show the change in nail technology. See figure 9 for an explanation of each nail.

I found wallpaper samples from building 43, which is today the new industry exhibit. The paper is a flower print with colors of red and green. The rest of the colors are badly faded. From my research, wallpaper was known to be common in middle-class eighteenth-century houses. By the nineteenth century, it was available for more houses. Wallpaper was used to serve a decorative

purpose to give a pattern to a blank wall. After the mid nineteenth century, patterns of little flowers, pinstripes, and ribbons became popular designs. Building 43 was built about the 1840's. Since the wallpaper is a flower print, it could be anywhere from 150 years old to maybe 40 years old. See figure 10, a xerox copy of the wallpaper.

Out of all the architectural artifacts, only one was most unusual. You would not think of finding it in a collection like this. That is fragments of an 1844 newspaper printed in German. The newspaper is from building 16. Building 16 was built about the same time as the date of the paper. The building was also owned by a German immigrant named Frederick Roeder. Roeder was known as a strong union supporter during the war. He was shot and killed by a drunk union soldier on Maryland Heights who mistaken him for a rebel. The newspaper was found plugging up a hole in building 16. This tells me that Roeder was reading a newspaper in his native language in the 1840's. One of the Rangers at the park told me that German newspapers were printed for German immigrants living here in the valley. Why was the newspaper found to be plugging up a hole? Was it a common practice to use newspapers to plug up holes to keep heat in during the winter? Could it been used to plug up a damaged hole from the war to even keep out insects or heat during the summer? We will probably never know. Attached is figure 11, a copy of one of the fragments.

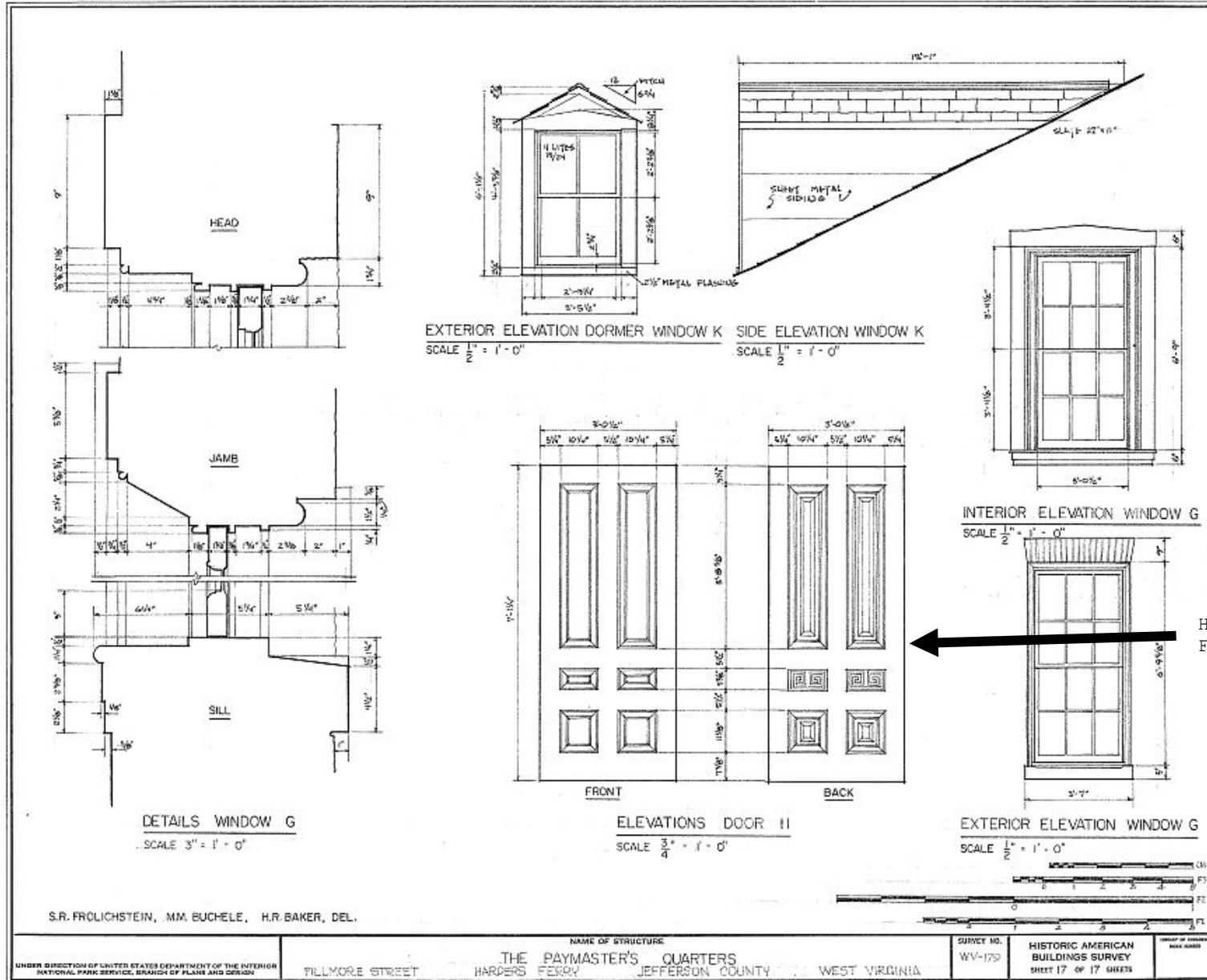
One of the books that I used for my research was titled THE VICTORIAN DESIGN BOOK. Inside it has drawings of doors, mantels, etc. from the Victorian period. Attached is figures 12 and 13 of drawings that match up with some artifacts in our collection.

B. PERSONNEL FEELINGS AND SUGGESTIONS FOR THE COLLECTIONS FUTURE.

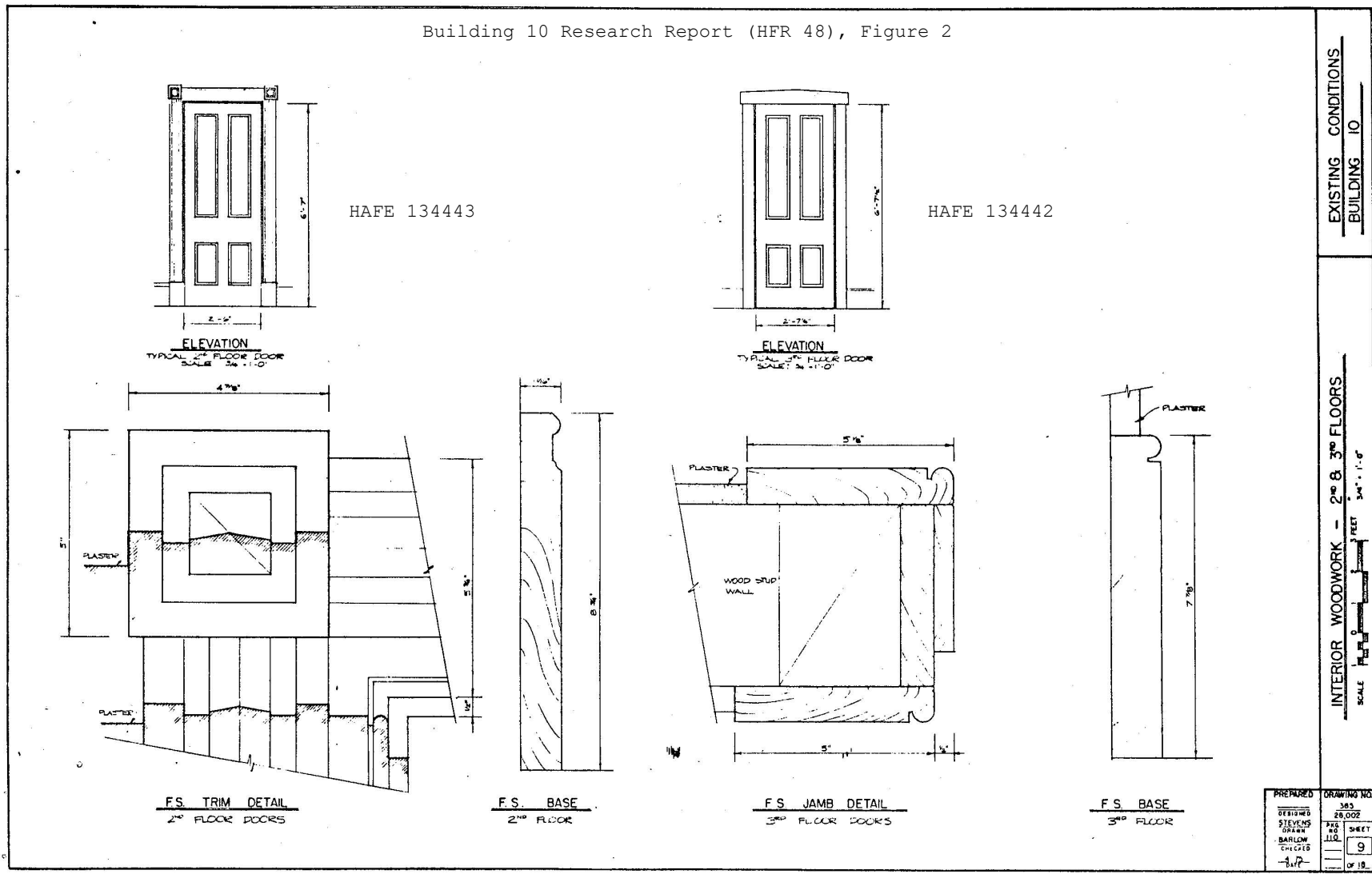
I only scratched the surface of my research. I made the time because I wanted to show each and everyone of you the exhibit potential this collection has...

The next step would be for the park to find an alternative storage site to put them in. Please, don't just put the artifacts in a room with no environmental control. I would suggest that they be put in the Shipley school. Since it was the former building of the HFC Conservation Lab, they should go into the room that was used as the storage area. It seems to me that it has an environmental system already in place. If the room is occupied, than place dehumidifiers in other rooms that are used. MARS staff could work with park maintenance to built racks and keep them off the floor. Cover them up and create a microclimate to better preserve them. This storage area should be off limits to anything that is not a museum artifact. If there is a problem with money on the purchase of dehumidifiers, or humidifiers, then maybe MARS has some to loan.

I would strongly suggest that an architect or a student of architectural history research this collection more. The next step would be to have the findings published in the CRM report followed by a temporary exhibit on HAFE architecture. The artifacts have been vacuumed. Some of them have stains that are embedded in the fabric. A conservator should be consulted to treat the artifacts with that problem. At the present time, they are covered to prevent more plaster dust from damaging them...



Building 10 Research Report (HFR 48), Figure 2





HAFE 134555 Photo of Bldg. 12 Balusters.
Figure 3 - NHF 285

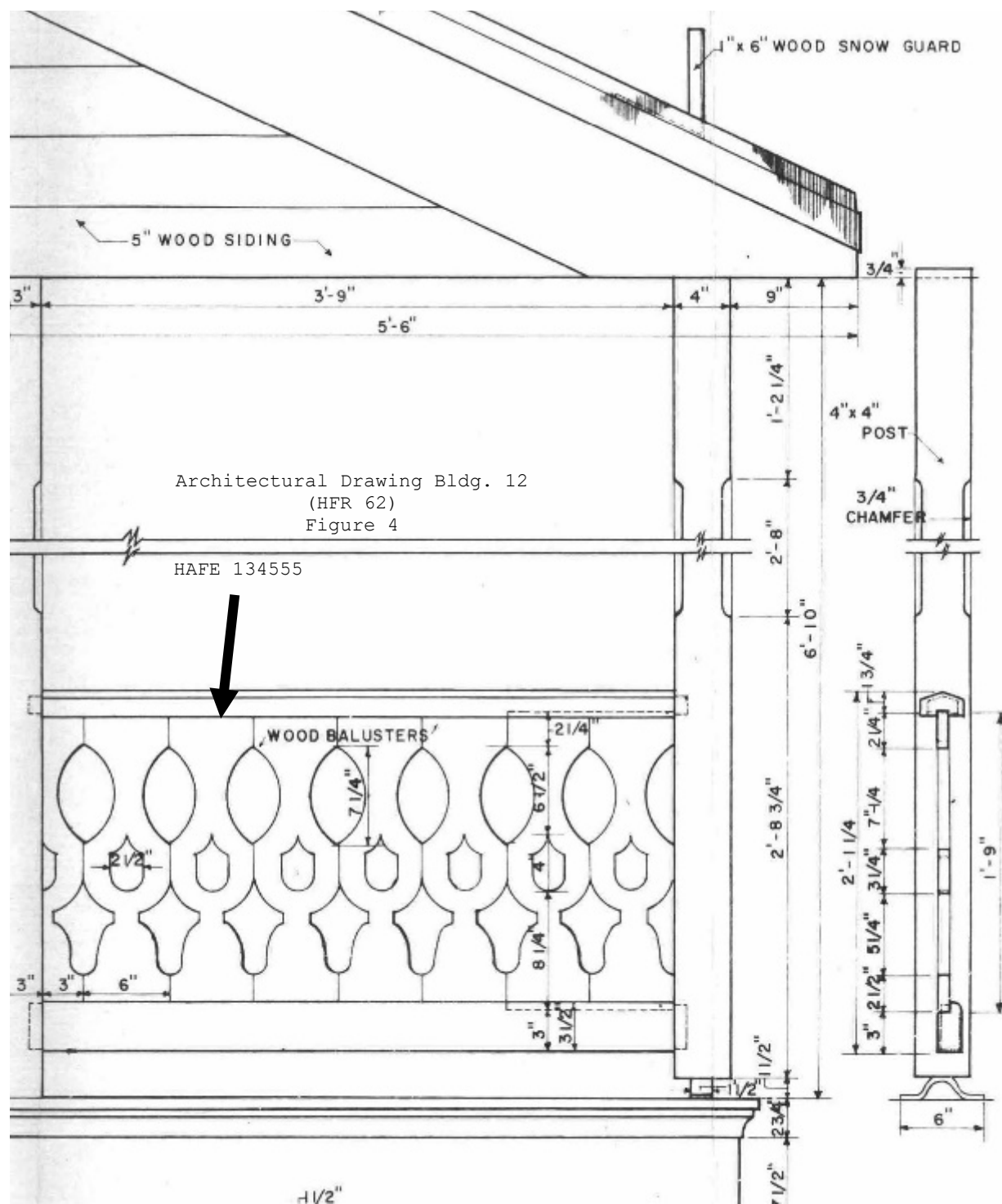


Figure 5. From Russell
& Erwin reprint
catalog 1865 Similar
examples of HAFE
134563 Bldg. 1-C

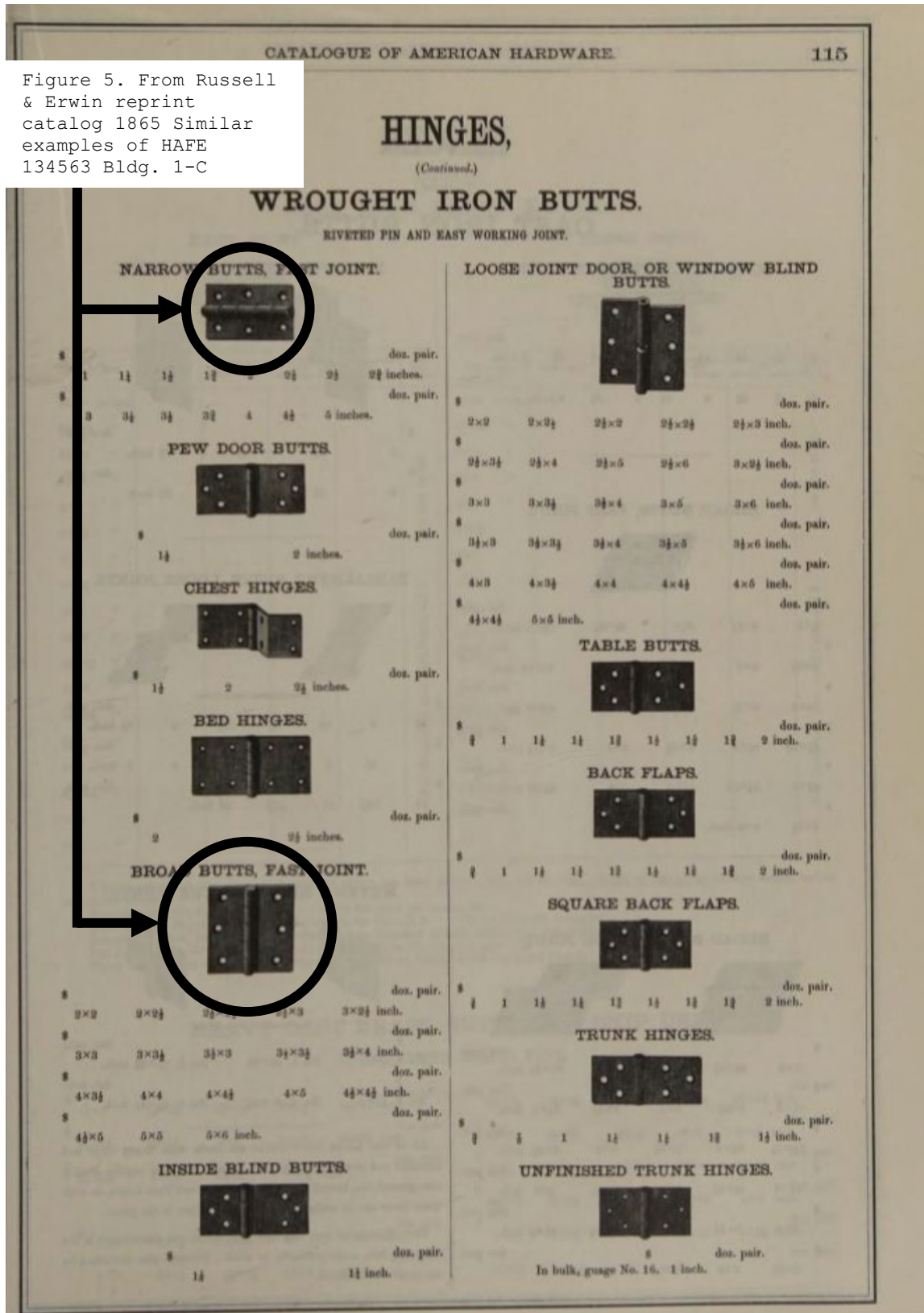
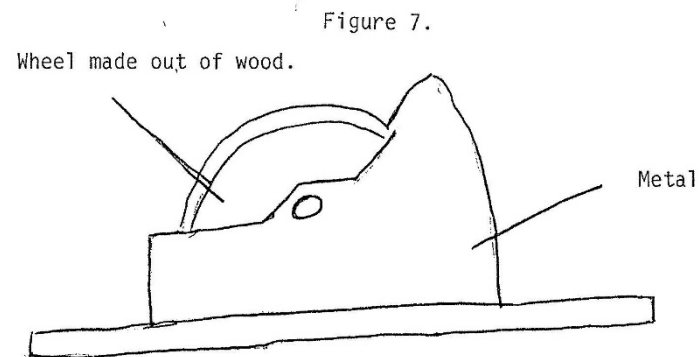




Figure 6. From the
Dating of Old Houses
by Dr. Henry C.
Mercer. HAFE 134665.
Harper House.

FIG. 12 —WROUGHT THUMB-LATCHES, BEAN-SHAPED AND
SWIVEL-LIFT, UNTIL C. 1840.

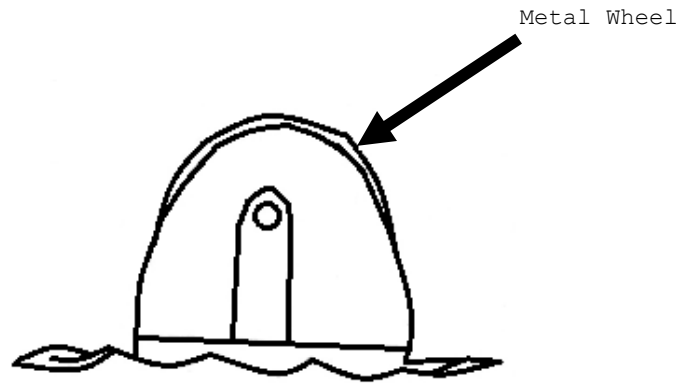
Commonest type of wrought thumb-latch. More and more frequent after c. 1750. Probably imported from England. Superseded by cast-iron, earthen knob locks, etc., c. 1810. Cusp, shaped like a lima bean; Grasp flat; Lift, always straight. Works on rivet perforating slot in grasp; Catch "Figure Four" spike. (A) Showing wrought nails, bar and staple from original door in Wenderbelt House, near Wormansville, Bucks County, Pa. (old wing), c. 1770. Catch, contemporary type but not original with this latch. (B) From original door in Bergey House, (old wing) near Doylestown, c. 1760-70. (C) Bucks County Historical Society Museum, No. 15457. Not dated.



Window Pulley
HAFE 134821
Building 23
Sketch by Mike Antonioni
Museum Technician OCMS, HAFE

Figure 8

Front View



Bottom View



Window Pulley
HAFE 134827
Sketch by Mike Antonioni
Museum Technician OCMS, HAFE



A. HAFE 134700



B. HAFE 134702



C. HAFE 134691

Figure 9.

Nail artifacts chronology from the Harper House
Chronology By Mike Antonioni, Museum Technician OCMS, HAFE

A. Hand wrought nail used commonly in the 17th, 18th, and early to mid-nineteenth century. It was used at the time Robert Harper lived and may have been made by him or someone he knew.

B. Early machine cut nail. Used between the late eighteenth to the early nineteenth century. It was used more commonly between 1790 to 1830 for alternations of buildings. This nail was possibly used when the wagers made alterations to the Harper House.

C. Modern machine cut nail. It was used in the late 1830's to the present. Some specimens were used as a common and floor nail. It was commonly used when the swayne family descendants of the Wagers rented the Harper House.

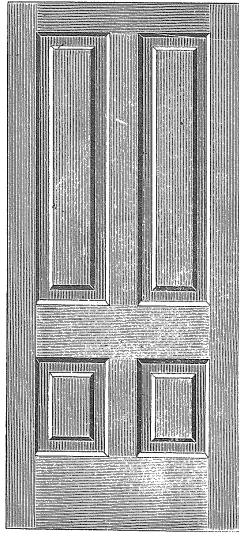
NOTE: I may be slightly wrong on some dates of nails.



Figure 10.
Wallpaper from Bldg. 43
HAFE 134907



Figure 11.
German newspaper from Bldg. 16
Note: Date 1844
HAFE 134894



4-Panel, O G Painted.

PAINTED DOORS.

WITH GLOSS FINISH.

Our Painted Doors are well manufactured, shel-laced and painted two coats of light colored paint.

They are good sellers and it will pay you to carry them in stock.

All of our Painted Doors are carefully crated before shipping to avoid damage in transit.

We manufacture these doors in the following sizes, which we always have on hand ready for prompt shipment :

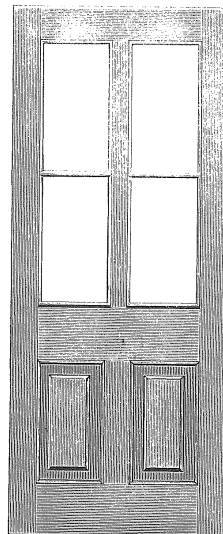
FOUR-PANEL PAINTED DOORS.

- 2- 6x6- 6, 1 1/8.
- 2- 8x6- 8, 1 1/8.
- 2- 6x6- 6, 1 3/8.
- 2- 8x6- 8, 1 3/8.

PAINTED SASH DOORS.

- 2- 6x6- 6, 1 3/8.
- 2- 8x6- 8, 1 3/8.

For List Prices on Painted Doors, see page 56.



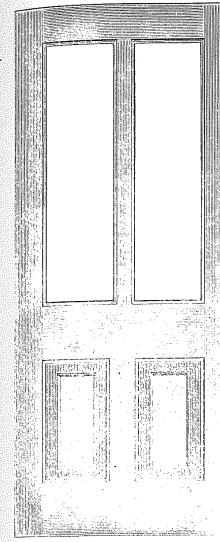
210. Painted.

PAINTED DOORS.

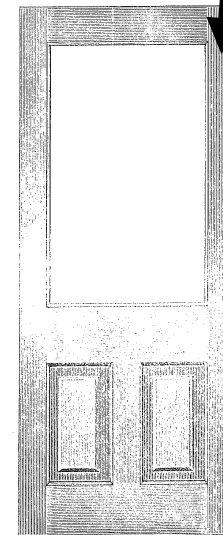
WITH GLOSS FINISH.

Figure 12.

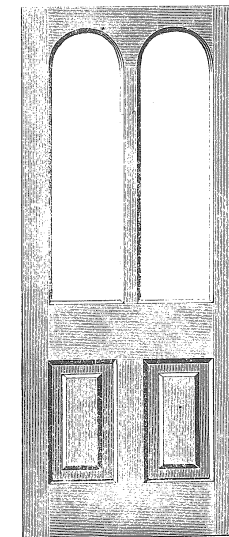
From the Victorian Design Book.
HAFE 134414



211. Painted.



212. Painted.

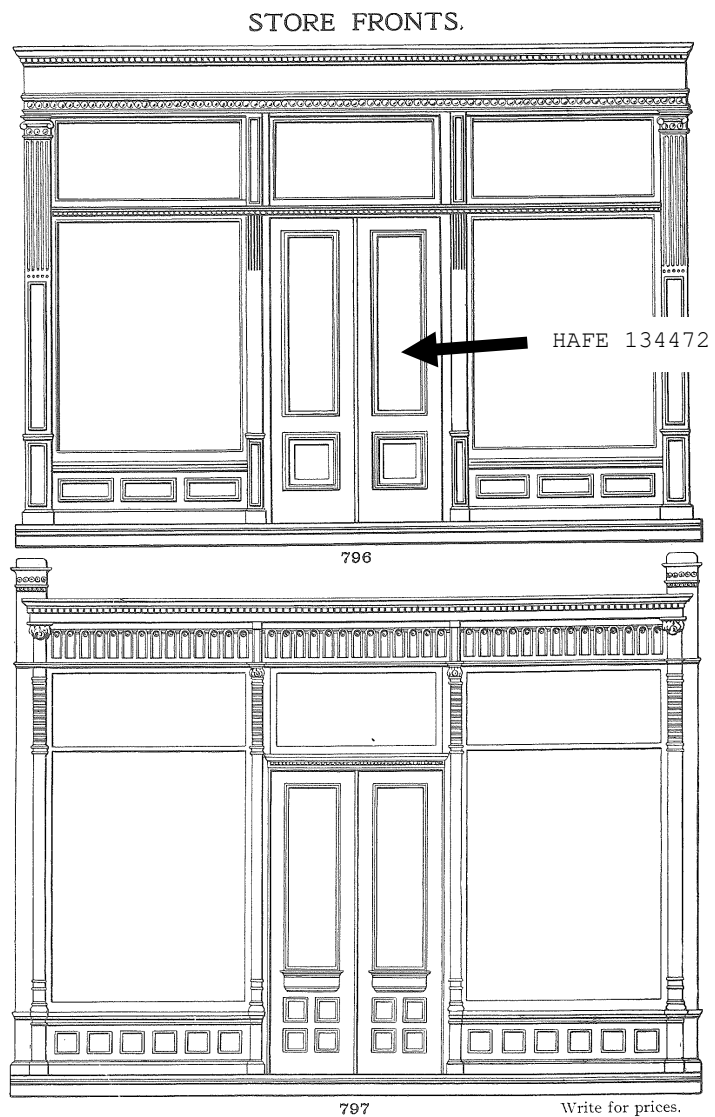


213. Painted.

For List Prices see page 56.

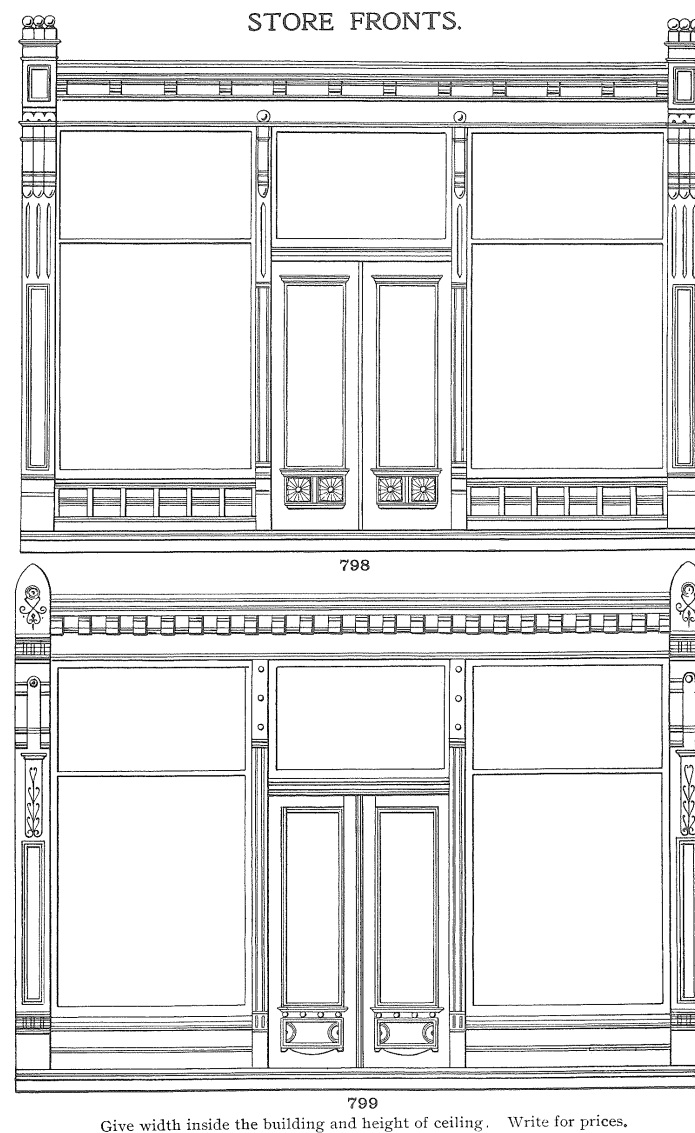
Figure 13.
From the Victorian Design Book.

DESIGN BOOK.



SASH, DOORS AND BLINDS.

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30 November 1994

MEMORANDUM

To: Site Manager, MARS

From: Curator, Harpers Ferry National Historical Park

Subject: Architectural Fragment Collection

Thank you for your information regarding our architectural fabric collection. We do not feel that culling the collection any further is appropriate, even if deaccessioning were feasible. The status of these artifacts as unique, irreplaceable fabric of the (perhaps overly) restored town of Harpers Ferry was deemed the overwhelmingly significant circumstance warranting their preservation. They were not kept purely as a representative type collection. This criterion was agreed upon in an on-site meeting between our Historic Architect Peter Dessauer, HAFE's Chief, Division of Resource Education and Cultural Resource Management Dennis Frye, the NCR Regional Curator Pam West, NCR Historic Architect Rebecca Stevens, and myself (where, incidentally, the focus was not on the curator's impulse to keep too much; I got the impression from the other professionals that they thought I was a little too predisposed to culling). In many cases, the objects kept are the only extant fabric from Harpers Ferry structures, and it still seems to me that they have a souvenir legitimacy beyond their reuse or research value. This is a shared opinion of the HAFE Cultural Resource Management staff.

With regard to the reuse issue: Historic Architect Peter Dessauer did employ reusability as a selection criterion during the culling process. While I do not know how, without a deaccessioning procedure, these cataloged artifacts could be removed from the artifact collection, Peter was of the opinion that a large part of the collection could be used in this manner, if deemed appropriate. In instances where multiple samples from buildings existed, we kept only structurally sound samples.

cc: Pam West
Rebecca Stevens
Dennis Frye
Peter Dessauer
Bruce Noble

To Keep or Not to Keep: Like-Kind Architectural Samples from Preservation Projects:

Summary: Most Curators and Historic Architects leaned towards selective accessioning of like-kind materials. This material is an opportunity to build a “library” of building materials and types that are found at Harpers Ferry NHP. If the material is kept, it should be accessioned into the regular museum collection to avoid future confusion.

I. Keep It

A. Reasons

- A historic structure should have as much information about it as possible.
- "Modern" materials may not seem historic now, but because of their significance to the resource, they are.
- In a few years someone will want to know something very specific about either the material and/or the project.
- The samples are very important for compliance documentation.
- It is a judgement call. Some very common material such as nails and shingles that are easily accessible may not qualify. Other material sealed in walls or very distinctive parts of the structure should be accessioned and cataloged.
- Comparison between new and old is always instructive and what's new now may be obsolete tomorrow.
- One hundred years from now someone might need to know what materials were used during a restoration this year.
- Inclination is to preserve tangible evidence of historic preservation/restoration work, but circumstances don't always permit.
- Accession in small quantities, representative sampling is very appropriate.

B. If you Keep It, Cataloged It.

- More you keep the harder it would be to access it unless it's in the system.
- If a separate database is kept, there is a risk of successors losing track of it.
- If its accessioned and cataloged, then successors will always know what it is and why it was saved.
- Make sure you have the project provenance. Without this, the items are worthless.
- Keep it stored together.
- If the items are not cataloged people don't keep the items or the notes related to them quite as carefully and you will lose the information.

II. Reasons not to save.

- The new material is in the building.
- Photographs and drawings serve as documentation, and they don't take up as much space.
- Past "restoration" material samples from are kept, but not examples of the new material. Examples of wiring and mechanical are not kept, just building fabric.
- Samples should be part of the cultural resource project record.

III. Questions to Ask before you decide.

- Do you have sufficient space to store it?
- Are you willing to maintain it?
- Can it be made accessible to those needing information?
- Will it assist resource caregivers in the future?

Appendix H: Research Collections and Permits

Per NPS Management Policies (2006), the Service encourages appropriately reviewed natural and cultural resource studies and research whenever such studies and research are consistent with applicable laws and policies. All studies and research in parks will employ nondestructive methods to the maximum extent feasible with respect to resource protection, research methodology, and the scientific and management value of the information and collections to be obtained. Although studies and research involving physical impacts to park resources or the removal of objects or specimens may be permitted, studies and collecting activities that will lead to the impairment of park resources and values are prohibited.

In implementing NPS policies and procedures to ensure scientific integrity and resource stewardship, NPS managers should consider that:

- The science is not complete until the specimens and associated data which voucher the study are appropriately documented and preserved.
- Field work and analysis are the most expensive components of scientific projects.
- The cost of field work means that each collected specimen has high financial value. Requiring that researchers deposit voucher specimens in permanent collections protects that financial investment.
- Failure to retain appropriate scientific collections to document the scientific validity of the research is not economical or ethical.
- Identifications of species in faunistic and ecological studies (versus taxonomic studies) are more often made by non-specialists using only published keys. This increases the likelihood that misidentifications may occur, resulting in lower levels of confidence in identifications which will need to be verified by specialists in the future to validate the research.
- Using scientific collections to answer research questions can reduce some costs for new field work.
- As scientific advances are made and new techniques are developed, existing well-documented scientific collections will become even more important to NPS resource management and science.
- A specimen available today may not be available in the future, just as many specimens collected decades ago can no longer be recollected due to habitat loss, population decline, and other issues. Environmental specimens collected in a time series can never be replicated.
- Each biological specimen is a “snapshot in time” which reflects the biology and ecology of the living animal and its environment. Collecting another specimen decades later does replicate the earlier specimen of the same species.
- The passage of time, technological challenges, and prohibitive costs make it impossible to replace specimens collected but not retained when they are needed later.
- Periodic (and in some cases, routine) collection of scientific specimens for permanent retention is vital to understanding the processes, rates, and impacts of climate change.

As noted above, museum collections serve as the verifiable and reproducible evidence of a scientific study. Therefore, their collection and long-term preservation is a crucial aspect of ensuring scientific integrity.

Per Directors Order #24, and the standard permit requirements, all resource projects in parks must include funding for curation of specimens collected to prevent an increase in the backlog of uncataloged materials. The standard permit conditions require that associated project records including data, field notes, photographs, maps, etc. are submitted as part of the project's deliverables and that they are cataloged according to NPS standards. A project is not considered completed until everything, including specimens, is cataloged and the data entered into the NPS official museum cataloging system.

Natural Resource Research Collections and Permits

Natural resource collections include non-living and living specimens. Research that includes taking plants, fish, wildlife, rocks, or minerals is governed by 36 CFR 2.5; additional guidance for research, collecting, and managing specimens and associated field records is found in the NPS Research Permit and Reporting System (RPRS), Director's Order #77, Director's Order #77-10, and the NPS Museum Handbook. Non-living specimens and their associated field records are managed as museum collections. Living collections will be managed in accordance with the provisions of a park's general management plan, the Animal Welfare Act, and other appropriate requirements.

RPRS is the online system used by the NPS to manage the research application and reporting process. Park museum staff with collection custodial duties can effectively use RPRS to collaborate with park research coordinators, resource management staff, research permittees, and repositories to help manage permanently retained collections including completion of specimen labels, submission of catalog data, and submission of copies of field notes.

RPRS is also used to help track agreements with non-NPS repositories. When a researcher applies for a permit and proposes that collected specimens be retained in a non-NPS repository, the applicant must obtain the signature of a repository official (on Appendix A of the application) agreeing to the proposal and the terms of the NPS loan agreement that would be required upon deposit of the collections. Park museum staff coordinate completion of catalog records and issue loans to document collections deposited at repositories.

Currently, NPS policy allows superintendents discretion to issue permits to park staff and other NPS staff (i.e., network Inventory and Monitoring staff), especially when specimens will be collected for retention in park collections.

Cultural Resource Research Collections and Permits

All archeological research must comply with ARPA, the Antiquities Act, and NAGPRA, as applicable. Guidance for collecting and managing field data, objects, specimens, and features of sites and structures retrieved during cultural resource research and treatment projects, together with associated records and reports, can be found in 36 CFR 79.4, Director's Order #28, and the NPS Museum Handbook. Archeological collections and their associated records are managed

within the park museum collection, stored in NPS or non-NPS repositories, as appropriate, including repositories maintained by partners.

Permits that allow cultural resources to be physically disturbed or allow objects or specimens to be collected must require provisions for the long-term preservation and management of any recovered objects and specimens and for their cataloging, together with any associated records, in the NPS museum cataloging system. Independent researchers will be authorized to conduct archeological research on park lands only through the issuance of an ARPA or Antiquities Act permit by the appropriate regional director. This permitting authority cannot be further delegated. As appropriate, parks will also issue other necessary permits, such as a special use permit.

While RPRS is most used for natural resource-related research, all external research on NPS-managed lands must be documented in RPRS and may include archeological or other cultural resource research.

Reviewing Research Permits

Current guidance does not require park museum staff or the CAC to work collaboratively with park resource management staff or the research coordinator to control collecting through permit conditions or specific requirements for collections. It is recommended, however, that park museum staff work with park research and/or resource management staff to advise the superintendent on what objects and specimens should be (or must be, according to statute) collected and managed as museum property. In some parks, curatorial and natural resource staff work together to review collection permit requests and advise the superintendent to reject certain collecting requests that are duplicative of existing collections and re-direct the researcher to conduct research on existing collections at the park or in other repositories. This process is particularly valuable to support park goals in protecting rare species, limiting/preventing duplicative or repetitive collecting, and ensuring there is no impairment of park resources or values.

- Up-to-date contact information for park curator listed in RPRS.
- Clear and complete instructions for collections and data submission under “Park-specific Research Conditions” on Park Information page in RPRS; provide instructions for permittees to coordinate with park curator and prepare and submit labels, cataloging data, and specimens for collections to be retained, as well as resource management records and copies of field notes.
- Monitoring annual submission of IARs and remind delinquent investigators of their responsibilities.
- Coordinating the authorization to permanently retain collections in a non-NPS repository ONLY after documenting in RPRS receipt of Appendix A is signed by the proposed non-NPS repository.

Helpful links:

[National Park Service Organic Act](#)

[National Park Service Omnibus Management Act of 1998](#)

National Park Service Management Policies 2001

Natural Resource Management Reference Manual #77

[Director's Order #77 \(Natural Resources Inventory and Monitoring\)](#)

Director's Order #77-10: NPS Benefits Sharing

[Director's Order #24 \(National Park Service Museum Collection Management\)](#)

[Natural Resource Management Reference Manual 41 \(Wilderness Preservation and Management\)](#)

[Section 106 of the National Historic Preservation Act \(16 USC 470f\)](#)

[Endangered Species Act of 1973](#)

[Wilderness Act of 1964](#)

[Archeological Resources Protection Act](#)

[43 CFR 7](#)

[36 CFR 2.5](#)

[Research Permits - Everglades National Park \(U.S. National Park Service\) \(nps.gov\)](#)

[NPS Archeology Program: Federal Archeological Permits](#)

[Research Permits - Yellowstone National Park \(U.S. National Park Service\) \(nps.gov\)](#)

[Obtain a Research Permit - Bering Land Bridge National Preserve \(U.S. National Park Service\) \(nps.gov\)](#)

Appendix I: Selected Bibliography

HFR-13 – [Harper House Furnishing Plan](#)

HFR-35 – [Historic Furnishings Report. Buildings 16 and 7, Roeder's House and White Hall Tavern.](#)

HFR-69 – [Historic Furnishing Report, Building 14, The Burton Jewelry Store.](#)

HFR-99A – Historic Furnishing Report, Building 34/35.

HFR-132 – [Archeological Overview and Assessment](#)

HFR-140 – [Historic Furnishing Report, Building 40.](#)

HFR-177 – [Furnishing Plan for Classroom & Kitchen, Paymaster's House \(Lockwood House\)](#)

HFR-775 – [To Preserve the Evidences of a Noble Past Administrative History of Harpers Ferry National Historical Park](#)

END OF DOCUMENT