

Preservation of Historical Documents and Artifacts .....	1
I. Responsibilities .....	1
II. Unit Curator .....	1
III. Collections Care .....	1
A. Exhibition .....	2
B. Storage .....	2
IV. Collections Management .....	2
A. Donations .....	2
B. Records .....	3
C. Loans of Collection Items .....	3
D. Disposition of Collection Items .....	3
V. References .....	3
VI. Action.....	3
Referenced Forms .....	5
Attachments.....	5

<b>Section-02 Information Management</b>	<b>OP-020308</b>	<b>Page: 1</b>	<b>Effective Date: 03/08/2018</b>
<b>Preservation of Historical Documents and Artifacts</b>	<b>ACA Standards: None</b>		
<b>Joe M. Allbaugh, Director Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## **Preservation of Historical Documents and Artifacts**

The Oklahoma Department of Corrections (ODOC) maintains a system of archives and artifact collections for the purpose of preserving, studying, exhibiting, and interpreting the history of the agency.

### **I. Responsibilities**

Each facility/unit head designates an employee to be the Unit Curator who will maintain a collections management system as outlined in Section IV. of this procedure.

### **II. Unit Curator**

The unit curator strives to implement preservation procedures outlined in accordance with this procedure. Paper items, photographs, and artifacts will be collected which serve to illustrate and document the history of the facility utilizing the “Examples of Documents and Artifacts to be Preserved” form ([Attachment A](#), attached).

### **III. Collections Care**

Reasonable effort, consistent with professional museum standards defined and provided by the Oklahoma Historical Society and available resources, will be made to properly care for the collections including exhibition, storage, cleaning, and other processes designed to prolong the physical integrity and lifespan of the object, document, or photograph. When needed, restoration and repairs of objects will only be done by a trained conservator who has been trained by the Oklahoma Historical

Society. The cleaning, repair, and conservation of collection items must not alter the historical value of the piece, and must be reversible.

A. Exhibition

1. Collection items will be exhibited for the purpose of disseminating knowledge about the history of Corrections in Oklahoma and the nation.
2. All collection items and their origins will be thoroughly researched and presented with objectivity. The perpetuation of myths or stereotypes must be avoided.
3. Exhibition techniques for all collection items should take into account an item's physical condition to prevent undue stress or damage. Exhibition techniques that cause new damage, such as holes, marks, or creases should not be used.
4. Adequate security measures will be taken to protect all items on exhibit.

B. Storage

1. If possible, all collection items will be stored according to professional museum recommendations using archival materials where necessary as outlined in guidelines provided by the Oklahoma Historical Society.
2. Each facility/unit will provide a limited access area for the storage of the museum collection.
3. Documents that are retained because of records retention requirements in accordance with [OP-020202](#) entitled "Management of Office Records" (e.g., logs, serious incident reviews etc.) will be stored as required.
4. Storage areas will be inspected on a regular basis for insect infestations and other problems that may cause damage to the collection.

IV. Collections Management

The facility/unit collections management system will ensure all items of historical significance designated for preservation will be accessioned and catalogued according to professional museum standards.

A. Donations

A signed "Donor Gift Form" ([DOC 020308A](#), attached) will be completed for items received through donation by the public (i.e., retired staff member, etc.). The unit curator will sign a "Donor Gift Form" for which the donor

cannot be identified.

B. Records

The following records will be kept on each collection piece:

1. A signed "Donor Gift Form" transferring to the agency all rights, title, and interest in and to the property; and
2. Entry into a collections log listing the object's name, method of acquisition, date of acquisition, and accession number. Photographs will be recorded as a group if individually provided or as a single item if a book/album.

C. Loans of Collection Items

The division manager /division head must approve all incoming and outgoing loans for each facility/unit within their division.

D. Disposition of Collection Items

When it is deemed necessary to remove or dispose of a collection piece due to deterioration or damage, approval must be obtained from the division manager /division head. A unit curator or inmate will be ineligible to take possession of any collection piece that has been removed. All objects donated to ODOC become state property and must be disposed of through the surplus property system. A log of all removed items will be maintained by the facility.

V. References

Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information"

OP-020202 entitled "Management of Office Records"

VI. Action

The regional directors and director of Probation and Parole Services are responsible for compliance with this procedure.

The director of Communications is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure will be effective as indicated.

<b>Section-02 Information Management</b>	<b>OP-020308</b>	<b>Page: 4</b>	<b>Effective Date: 03/08/2017</b>
--	------------------	----------------	-----------------------------------

Replaced: Operations Memorandum No. OP-020308 entitled "Preservation of Historical Documents and Artifacts" dated November 17, 2016

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 020308A</a>	"Donor Gift Form"	Attached

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Examples of Documents and Artifacts to be Preserved"	Attached

