

4 AAC 58 is amended by adding new sections to read:

Article 4. Designation of Natural and Cultural History Repositories.

Section

300. Application

305. Alternative Accreditation Requirements

310. Statement of Assurances and Affirmative Obligation to Report Material Change in Conditions

315. Review of Designated Repositories

320. Revocation of Designation

4 AAC 58.300. Application. (a) A museum, cultural center, or an affiliated research component of a museum or cultural center may apply to the department for designation as a natural and cultural history repository under AS 14.57.012.

(b) An application for designation as a natural and cultural history repository must be made on a form prescribed by the department. The application must be signed by the applicant institution's director or chief curator.

(c) Institutions seeking designation as a natural and cultural history repository must submit an application to the department during an annual application period beginning March 1 and closing April 30.

(d) Applications shall describe in writing, or otherwise substantiate that the institution seeking designation as a natural and cultural history repository

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(1) meets all the requirements set forth in AS 14.57.012; and

(2) holds a current accreditation from the American Alliance of Museums or alternatively meets the standards set forth in 4 AAC 58.305. (Eff. __/__/____. Register __)

Authority: AS 14.07.020 AS 14.07.060 AS 14.57.012

4 AAC 58.305. Alternative accreditation requirements. Applications submitted by institutions that are not currently accredited by the American Alliance of Museums must demonstrate that the applicant institution

(1) operates under a curatorial and collections management plan that includes procedures for accessioning, cataloging, and deaccessioning museum property, and for handling incoming and outgoing loans;

(2) has a written plan for the care of all collections and materials in case of institution closure;

(3) has a designated curator of record and staff trained in the curation and basic conservation of the collections contained in the holdings;

(4) has a written scope of collections statement that details the nature of present and future collections at the repository;

(5) has a written access plan that provides access to collections for scientific research, educational, administrative, or exhibition purposes;

(6) has procedures in place to protect confidential or sensitive information including site-specific locality information, nature of certain ethnographic collections, and objects addressed by the Native American Graves Protection and Repatriation Act (“NAGPRA”);

(7) has implemented an ethics policy regarding the behavior of curatorial staff that addresses the acquisition of personal collections, outside employment, and engagement in commercial collecting activities;

(8) stores specimens with appropriate environmental controls, including temperature and humidity, in order to prevent deterioration and minimize the need for conservation treatment;

(9) has a pest management plan and keeps the facility free of insects, vermin, mold, and mildew;

(10) forbids the consumption or storage of food and drink in the same rooms that collections are stored;

(11) protects all collection areas with both locks and alarm systems. A system must be in place that tracks all keys and security codes and identifies who is authorized to be in collections storage areas;

(12) has a fire prevention/suppression plan and equipment in place;

(13) maintains a visitor log or sign-in sheet in order to track the use of collections by non-museum staff;

(14) has a disaster preparedness plan in place which identifies known and potential hazards;

(15) separates collections storage areas from offices, employee gathering areas, preparation and conservation laboratories, and has as few doors and windows as possible;

(16) stores collections away from utility service panels and water/sewer pipes. These should be located outside of collections storage areas and procedures should be in place to minimize the necessity to access conduits and utility corridors from collections storage areas;

(17) has taken steps to minimize ultraviolet light in collections areas. Windows should be shuttered or covered with UV filters. Lighting should be designed to minimize UV radiation;

(18) stores collections in stable and secure cabinetry with smooth moving drawers and adequate clearance above each specimen. Oversized specimens may be stored on open shelving, but dust and UV covering should be considered in order to supplement protection;

(19) stores each object properly. Archives should be in archival (acid-free) boxes and folders. Objects and artifacts should be in ethafoam-lined boxes, non-gassing

polyethylene reclosable bags, glass vials, or other state of the art containers. Each object or artifact should be cradled, supported, or positioned, so that damage will not occur by its own weight over time or by the movement of sliding drawers open and closed;

(20) has a custodial plan that addresses daily waste collection, periodic cleaning, and sanitation procedures;

(21) safely stores flammable liquids away from all archival materials;

(22) maintains accession files that contain the following information:

(A) transmittal documentation that certifies that the specific collection, object, or archive was acquired and transferred by legitimate means.

This may include copy of federal collecting permit, deed of gift, will-and-testament, sales receipt, etc;

(B) receiving report that ensures that the specific collection falls within the repository's scope of collections statement and is approved by a designated receiving official (usually a curator or museum director);

(C) pertinent contextual information including field notes, maps, photographs, conservation or preparation records, related archives; and

(D) administrative documentation that relates to the past, present, and future status of the collection;

(23) maintains conservation and preparation documentation that records techniques, chemicals, and treatments that have been applied to the objects, artifacts, or archives over time;

(24) has a system in place to monitor the status and location of objects while they are checked out of collections storage. This may include outgoing loans or removal for study, conservation, preparation, or exhibit;

(25) ensures that all objects and archives display a unique catalog identification that includes the repository acronym, unique catalog number, and identifies ownership;

(26) has a system in place to conduct a periodic inventory of its holdings. While complete inventories are ideal, random sample inventories are sufficient. (Eff. __/__/____. Register __)

Authority: AS 14.07.020 AS 14.07.060 AS 14.57.012

4 AAC 58.310. Statement of assurances and affirmative obligation to report material change in conditions. On or before April 30 each institution that has received a designation as a natural and cultural repository from the department shall annually provide the department with a statement of assurance that it continues to operate under the same physical conditions, management policies, and safety procedures outlined in its initial application. Additionally, designated repositories must promptly report significant changes to the policies and conditions described in its application to the department. (Eff. __/__/____. Register __)

Authority: AS 14.07.020 AS 14.07.060 AS 14.57.012

4 AAC.58.315. Review of designated repositories. (a) The department may monitor designated natural and cultural repositories to ensure compliance with the requirements of 4 AAC 58.300- 4 AAC 58.305.

(b) Upon request by the department, the designated repository shall permit department personnel with physical access to the repository and shall promptly comply with department requests to inspect any document referenced by the repository in its initial application or annual statement of assurances. . (Eff.

__/__/____. Register __)

Authority: AS 14.07.020 AS 14.07.060 AS 14.57.012

4 AAC 58.320. Revocation of designation. The department may place a designated repository on a plan of correction for any violation of 4 AAC 58.300- 4 AAC 58.305. The department may withdraw an institution's designation as a natural and cultural repository if the department determines that it is unable or unwilling to properly address a violation of 4 AAC 58.300-4 AAC 58.305 identified in a plan of correction. (Eff. __/__/____. Register __)

Authority: AS 14.07.020 AS 14.07.060 AS 14.57.012