**MUSEUM *of* RICHMOND**

**Documentation Policy, 2012**

**Date for review: 2017**

The aim of this policy is to ensure that the Museum of Richmond fulfils its responsibilities in relation to the security and management of, and access to, its collections through documentation to professionally accepted levels. The Museum undertakes to ensure that:

* Every object permanently or temporarily in the care of Museum of Richmond is accounted for (ie that every object, as a minimum, can be identified and located).
* Information about all objects deposited in the museum is maintained to the SPECTRUM standard.
* There are efficient links between objects and all relevant data.
* The collections-related records, whether paper or digital, are stored securely and preserved.
* Digital records are backed up regularly and that a security copy of the accessions register is maintained.
* The potential obsolescence of electronic systems is monitored to ensure the long term accessibility of the information held.
* Only suitably trained personnel will be responsible for carrying out any documentation procedures.
* Detailed operational guidelines concerning the procedures to be followed for documentation, in order to meet the Spectrum standard, are found in the Museum Documentation Procedural Manual.
* These aims are met for all new acquisitions and will plan to achieve them for all objects acquired prior to this policy.
* This policy will be reviewed regularly, at least every five years.