



**ARIZONA
HISTORICAL
SOCIETY**

COLLECTIONS POLICY

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I. Mission Statement and Introduction

The mission of the Arizona Historical Society is to collect, preserve, interpret, and provide access to the history of Arizona.

The Arizona Historical Society's (AHS), an agency of the State of Arizona, purpose in collecting is to preserve, interpret, and make available significant historical materials relating to Arizona. Collections are used for research, education, publication, exhibition, other programs, and loan. The AHS's goal is to use the collections to stimulate an interest in and understanding of the history of Arizona and its relationship to the region and nation. The AHS's collections preserve Arizona's heritage for all its citizens and visitors, present and future. This policy defines the role of collections in the character and function of the Arizona Historical Society, and clarifies AHS's guiding principles that relate to the acquisition, management, use, and disposition of its holdings. The purpose of this Collections Policy is to establish rules for the acquisition, preservation, use and disposition of the historical collections (manuscripts, photographs, audiovisuals, newspapers, books, electronic media, artifacts, works of art, natural specimens, and other materials) of the Arizona Historical Society. This document is compliant with AHS's broader formative documents and, correspondingly, it serves as a basis for the specific collections management policies and procedures detailed in the AHS Collections Management Manual. The Collections Policy supersedes all existing collections policies and assumes that there will be uniform policies and procedures for the management of all AHS collections.

II. Guiding Principles and Core Values

Guiding Principal: *Stewardship*

Stewardship of Arizona's past is important; it is our legacy. In everything we do, and in accordance with our mission to collect, preserve, interpret, and provide access to the history of Arizona, we strive to balance stewardship of the State's historical resources with the need for public access to them.

Core Value: Access – The AHS promotes and provides the widest possible accessibility of materials, consistent with any mandatory access restrictions, such as statute, donor contract, business/institutional privacy, or personal privacy. The general public should have access to materials during reasonable hours and for regular periods.

Core Value: Preservation – Responsible stewardship acknowledges the ephemeral nature of historical collection and strives to preserve them.

Core Value: Selection - The AHS understands that because of the direct and indirect costs of long-term retention and the challenges of accessibility not all of the materials offered for acquisition can be accepted, The AHS strives to acquire the best possible examples of material to tell the story of Arizona.

Guiding Principal: *Public Service*

The AHS exists to serve the people of Arizona. As stewards of public resources AHS seeks to interpret Arizona history to enrich and enlighten all.

Core Value: Service – The AHS consistently strives to provide the highest level of service to all users.

Core Value: Advocacy – The AHS promotes the use and understanding of the historical record. The AHS serves as advocates for the application of historical materials in a wide variety of settings, including community, education, and politics.

Guiding Principal: *Accountability*

By documenting institutional function, activities, and decision-making, AHS provides an important means of ensuring accountability and preventing conflict of interest or the appearance of conflict of interest.

Core Value: Fiscal Responsibility – The AHS has an obligation to the public to use financial resources wisely and make financial decisions in an open and transparent way.

Core Value: Social Responsibility – Underlying all activities of AHS, is the responsibility to the public good. The historical materials and records of Arizona are part of the cultural heritage of all members of AHS.

Guiding Principal: *Education and Lifelong Learning*

The AHS promotes its role as an educational resource by sharing and engaging accurate information through exhibits, programs, publications, personal connections, and user friendly technology while exemplifying professional best-practices.

Core Value: Diversity – The AHS seeks to document and preserve the record of the broadest possible range of individuals, socio-economic groups, governance, and corporate entities in Arizona. The AHS embraces the importance of identifying, preserving, and working with communities to actively document those whose voices have been overlooked or marginalized.

Core Value: Community - The AHS contributes to local and state-wide communities in Arizona by providing exceptional education, outreach and research opportunities.

III. Ethics Statement

The Arizona Historical Society's reputation for integrity is its most valuable asset. The Board Members, staff, and volunteers of AHS recognize that their first duty to the institution is to act in all things in a manner that merits public trust and confidence. Board Members, staff, and volunteers of AHS shall observe the highest standards of honesty and good faith in all transactions touching their duties to AHS. They shall not use their positions with AHS, directly or indirectly, for private gain, or to obtain favors or benefits for themselves, members of their families, or any other persons.

A. Conflict of Interest

Conflict of interest, either real or apparent, may exist whenever proposed activities of AHS Board Members, staff, and volunteers fall within the mission of the Arizona

Historical Society. Broadly stated, the mission of AHS is " collect, preserve, interpret, and provide access to the history of Arizona." Conflict of interest for staff in their collections related duties includes (but is not limited to):

1. Converting AHS property to private purposes or using equipment and supplies, intended for AHS collections management, in private endeavors.
2. Using their positions or confidential AHS information for financial or other personal gain, or in any way contrary to the best interests of AHS.
3. Using AHS collections to solicit or proselytize for charitable, religious, public service or other organizations or using in anyway the name of AHS for the benefit of such organizations.
4. Competing with or impeding AHS's mission to collect and preserve the history of Arizona.
5. Participating in the solicitation of bids or in the awarding of collections related contracts that may result in financial or personal gain to the Board Member, employee, or volunteer: to members of their family, or to a business with which they may be associated. For staff, advertising or soliciting for private collections related consulting or outside employment of any type wherein the advertisement or solicitation refers to their employment with AHS.
6. Accepting any economic opportunity under circumstances in which there is a significant possibility the opportunity is being provided to influence the individual's conduct in the performance of official AHS collections related duties.
7. Advertising or endorsing, whether or not compensation is received, any product or service in which the advertisement or endorsement refers to an individual's association with AHS or their collections related duties.

B. Disclosure

Disclosure is fundamental to understanding and dealing with potential conflicts of interest. Disclosure provides an opportunity to examine a proposed activity to determine whether an actual or potential conflict of interest may exist and if so, to resolve it in a manner that is mutually satisfactory to both AHS and to the individual.

Each staff or board member shall disclose to the board any personal, business, or organizational interests and affiliations that could be construed as a conflict of interest. This disclosure shall be made at the time any conflict or potential conflict of interest becomes apparent.

C. Identifications and Authentications

AHS employees shall not, in their official capacity, give appraisals for the purpose of establishing the tax deductible value of gifts offered to AHS, nor shall they appraise, identify, or otherwise authenticate for other persons or agencies materials under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials.

D. Appraising

AHS staff may not appraise, either for a fee or as a service, objects or property of the type collected by or associated with the operation of any department of AHS. Reporting or otherwise making available prices or values reflected in published lists, catalogs, or auction reports does not constitute appraisal.

E. Collecting

1. Dealing or brokering in items and materials represented in AHS's collections is prohibited for AHS staff. AHS staff may not compete with AHS in any personal collecting activity involving items that AHS (if given the opportunity) might choose to acquire under its mission statement and/or formal acquisition policies. Excepted are books or periodicals generally available for purchase by the public.
2. Collecting by staff of items or materials generically similar to those within AHS's collections should be done with care to maintain the necessary distinction between staff' official and private activities. The utmost discretion must be exercised to insure that no real or apparent conflict of interest arises between an employee collecting for him/herself and the Arizona Historical Society.
3. AHS staff shall inform the appropriate division of personal acquisitions in which AHS might have an interest based on its mission statement and/or formal acquisition policies. The AHS reserves the option, for a period of ninety days after being informed of such acquisition by an employee, to purchase the item(s) at the same price paid by the employee, including reimbursement of associated costs such as admissions and transportation.
4. AHS staff or members of their immediate families (spouse, children, parents, or others bearing the same relation to a spouse) may not acquire any item or materials from the collections of AHS even if they have been formally deaccessioned.
5. Items from the Arizona Historical Society collections shall not be given, sold, or otherwise transferred, publicly or privately, to sitting or former AHS Board Members or their immediate families or representatives under any terms different from those extended to the general public.
6. AHS staff may not have in their homes any item or materials from AHS's collections or otherwise owned by AHS except during the performance of official AHS business.

F. Referrals of Vendors

AHS staff shall be circumspect in referring the public to commercial vendors of goods and services such as appraisers, conservators, or dealers. Whenever possible, the names of more than a single source should be provided so that no appearance of personal favoritism is created, along with a verbal or written disclaimer that providing such a list does not constitute an endorsement. To the extent possible AHS will keep standard lists of providers of goods and services.

G. Speaking and Publications

When public speaking engagements are prepared for and undertaken outside an employee's regular work schedule and assignment, and travel and other expenses are not provided by AHS, the employee may accept reasonable honoraria and/or reimbursement for travel and other expenses. In such cases the employee's division head and the AHS Executive Director shall be notified.

AHS staff may accept payment for articles, books, or other publications written outside of regular work schedules or assignments and utilizing material or data gathered as part of their collections related duties with AHS, subject to the following limitations:

- The employee's activities at AHS must not be conducted so as to benefit personal research. Regular work assignments must be given priority.

The employee's supervisor and the AHS Executive Director must be notified of all such outside research, writing, or publication projects, including those for which no payment is received (excluding book reviews for scholarly journals), if the project is in any way related to the employee's AHS affiliation.

IV. Responsible Persons

The development and preservation of AHS's collections are primary functions of AHS. The AHS, a trustee agency of the State of Arizona, is governed by a State Board of Directors, which delegates management of the collections to the staff through the Executive Director. The State Board retains oversight authority through the standing committee known as the State Board Collections Committee. Staff members are empowered to collect, preserve, interpret, and provide access to materials in AHS's collections and are responsible for collections management, development, and care. Collections are managed by staff members who are specialists in a field related to the collection in their care and are responsible for all aspects of curation and maintenance of that collection, including acquisition, preservation, conservation, interpretation, exhibition, access, research, and publication. The State Board and the State Board Collections Committee shall perform their duties as outlined in the Arizona Historical Society Bylaws Article IX, Section 7, and as outlined below.

Decision Making

During the various phases of the acquisition, management, preservation, use, loan, and disposal of collection materials, all pertinent issues will be identified and discussed in a manner that involves all interested staff, encourages the sharing of information, and seeks maximum input into the decision-making process.

A Collections Management Committee (CMC) consisting of staff with responsibility for collections, education, museum administration, communications, and institutional advancement will make recommendations regarding AHS's collection management activities. The AHS's Executive Director in consultation with Division Directors appoints

members of the CMC on an annual basis. The committee provides the opportunity for staff members to share information about potential acquisitions, deaccessions, and to coordinate activities.

The committee will keep a record of its proceedings, and open its deliberations to all interested staff members.

The CMC will meet regularly to make recommendations regarding:

1. new acquisitions of objects and collections
2. prioritization of the conservation of objects and approval of conservation treatments
3. deaccessions from the permanent collections and disposal methods
4. actions to ensure the proper care and documentation of collections at AHS
5. exhibitions using objects and collections

Final decisions pertaining to accession, exhibits, and loans are made by the responsible curator, with the approval of her or his supervisor with the exceptions listed below.

Acquisition of certain items must be approved by the Executive Director. The curator refers decisions to AHS's Executive Director when the acquisition under consideration: 1) is valued at more than \$2000; 2) is larger than 100 cubic feet; or 3) requires significant expenditure of resources.

The Executive Director refers acquisition decisions to AHS's State Board Collections Committee when the acquisition under consideration: 1) is valued at more than \$20,000; 2) is larger than 10,000 cubic feet; or 3) requires significant expenditure or resources. This committee refers its recommendations to the full State Board for final approval.

All decisions concerning deaccessions require approval of the Executive Director and the State Board.

V. Scope of the Collections

The focus of AHS's collections is Arizona, which has been part of several political and geographical subdivisions: New Spain (1540-1821), the States of Sonora and Baja California, Mexico (1821-1854), the Territory of New Mexico (1848-1863), the Territory of Arizona (1863-1912), and since 1912 the State of Arizona (1912-present).

The collecting units of AHS: Southern Division, Central Division, Northern Division, Rio Colorado Division, Education Division, Library and Archives Division, and Natural History Collections, collect items that document the human and natural history of Arizona. Although each unit's collecting efforts are guided by the basic principle outlined in this document, the types of items collected vary greatly. Detailed collecting scopes of individual collecting units are outlined in the AHS Collections Management Manual.

VI. Acquisition and Accession

A. Acquisition Criteria

The following conditions must be met before materials are acquired by AHS.

1. The material must have clear title.
2. The collection items are consistent with the collecting unit's collections plan and goals of AHS. The acquisition has potential use for research, exhibition, education, or other forms of public outreach.
3. The AHS must have the resources to properly care for the proposed acquisition. There must be adequate space to properly house and adequate staff time to properly process the items being considered. Storage, maintenance and/or conservation can be appropriately met given current and reasonable expectations of future AHS resources.
4. The historical significance of the material (for permanent collections) must be relevant to AHS's mission.
5. All legal and ethical implications of the acquisition must have been considered and any issues resolved.
6. Acquisition should occur without donor restrictions. Restrictions or conditions may be considered when in the best interest of AHS's fulfillment of its mission. Restrictions or conditions must have a termination date. Use and disposition will be at the discretion of AHS unless otherwise specified.
7. Copyright will be transferred to AHS when possible.

B. Acquisition Stipulations

1. Board members may not provisionally receive materials on behalf of AHS. Board members receiving donation offers should refer them to appropriate staff members.
2. Only a staff member may provisionally receive materials offered for the collections and then only when adequate evaluation of the material cannot be completed prior to physical transfer.
3. Staff and Board members may not obligate AHS to the acceptance of any materials not consistent with the intent or spirit of the AHS Collections Policy.
4. The AHS subscribes to a policy of selective acquisition and is under no obligation to accept any object. Acquisitions are subject to proper authorization.
5. When the backlog of a collecting unit is greater than 30%, an automatic moratorium on acquisitions will be initiated. The moratorium will be lifted when the backlog is below 10% or with approval of the Executive Director and the State Board Collections Committee.
6. All acquisitions become the sole and absolute property of AHS. A legal agreement between AHS and the donor or seller is executed and becomes part of the permanent record.
7. A record will be maintained on all AHS acquisitions. Records will include signed legal documents and documents of transfer, and may include appropriate inventories and historical information.

8. Acquisition of materials does not guarantee that materials will be exhibited or used for any other specific AHS project or program.
9. Materials in the Permanent Collection will be retained so long as they continue to be relevant and useful to the mission and purpose of AHS, and if they can be properly stored, preserved, and used. Deaccessioning (formal removal from the permanent collection) of materials may be considered.
10. Staff and Board members may NOT participate in conduct that conflicts with or is perceived to conflict with the interests of the Arizona Historical Society.

C. Accession

By accessioning an item or collection into the permanent collections, AHS is committing its resources to control, protect, store, conserve, and make the material available for educational and research purposes to current and future generations.

Designated staff members may accession materials when the following conditions are met:

1. Each item or group of items shall be accompanied by a deed of gift agreement, will, or receipt of purchase that transfers unrestricted ownership rights to AHS.
2. The deed of gift shall contain the date of the donation, a list or description of the material, and signatures of both the donor and a representative of AHS.
3. The AHS's legal counsel shall approve the language of AHS's deed of gift form.

D. Compliance

The AHS complies with legislation affecting the acquisition of collections including, but not limited to, the following:

1. The Native American Graves Protection & Repatriation Act
2. The Antiquities Act of 1906
3. The National Historic Preservation Act of 1966
4. The Arizona Abandoned Property Law

VII. Use and Care of Collections

The collections of the Arizona Historical Society exist for the benefit of present and future generations. Therefore, the public shall be granted reasonable access to exhibited or stored collections, on a non-discriminatory basis for the purpose or research and other educational uses. A proposed use of an object from the collections must appropriately respect the item's uniqueness as well as the physical, historical, cultural, and aesthetic integrity of the object in accordance with current best practices. Standards for the care of objects in storage, on exhibit, being used by researchers, undergoing preservation or conservation treatment, and on loan will conform to current best practices in the appropriate field. These standards will apply to climate control, storage and exhibit space, documentation, monitoring, housekeeping, handling,

security, and pest management. These activities are governed by departmental procedures and are outlined in the AHS Collections Management Manual.

VIII. Deaccession

Just as selectively acquiring new materials is essential to build and strengthen AHS's collections, it is also important to periodically reevaluate the existing holdings and to remove materials from the permanent collections through the deaccessioning process. Deaccessioning is the process of removing accessioned material from the permanent collections of AHS. This process should be cautious, deliberate and ethical. All decisions concerning deaccession must be approved by the State Board.

A. Deaccession Criteria

In all instances of potential deaccessioning, the historical significance of an object shall be considered of primary importance and will override any of the other criteria. Material from AHS's collections to be considered for deaccessioning must meet at least one of the following criteria:

1. The material is outside the scope of, or is irrelevant to the mission of the Arizona Historical Society and its acquisition policies.
2. The material lacks physical integrity (it is incomplete, broken, or in poor and unsalvageable condition) or it has deteriorated to the degree that it cannot be used for exhibit or research purposes.
3. The historical evidence that led AHS to accept an object has been proven false.
4. The material has been unaccounted for or stolen and remains lost for at least five years.
5. The material is duplicate in that AHS's collections contain other examples of the same type of material that are sufficient or better-suited to the needs of AHS.
6. The Arizona Historical Society is unable to preserve the material properly.
7. The material constitutes a physical hazard or health risk to staff, the public, or other collections.
8. The material is culturally appropriate for, and would be better preserved and managed in a more suitable repository.
9. It is discovered that the material has an unethical or illegal provenance.
10. The material is determined to be out of compliance with state and/or federal legislation.

B. Restrictions

Before any material from AHS's collections are recommended for deaccessioning, reasonable efforts shall be made to determine whether the Arizona Historical Society has the legal authority to do so. The AHS's staff will ascertain and document that:

1. The material has been in AHS's permanent collection for two years.
2. The AHS holds clear and unrestricted title to the material.

3. In the case of material without documentation, AHS will presume ownership after a good-faith effort to locate relevant documentation per Arizona Revised Statutes, Chapter 3.1, Article 1, Section 44-351 to 44-35644-351

C. Disposition

Material or objects approved for deaccessioning from AHS's collections will be handled or disposed of in one of the following methods:

1. Transferred to the education reference collection of the Arizona Historical Society which is managed by the Education Division.
2. Transferred to an appropriate museum, library, archives, or public educational institution, with preference to Arizona institutions.
3. Exchanged with individuals, organizations, institutions, or other sources for objects needed in the collections.
4. Donated to a charitable institution (e.g., a thrift store or local theater company) if its intrinsic value or monetary value is so low as to make burdensome the effort of finding an institutional home for it or offering it for sale.
5. Sold at public auction or sale.
6. Destroyed.

D. Conflict of Interest

Items from the Arizona Historical Society collections shall not be given, sold, or otherwise transferred, publicly or privately, to employees past or present or their immediate families or representatives. Items from the Arizona Historical Society collections shall not be given, sold, or otherwise transferred, publicly or privately, to sitting or former AHS board members or their immediate families or representatives under any terms different from those extended to the general public.

E. Proceeds

When it is determined that deaccessioned material from AHS's collection will be sold, it will be done so publicly. The AHS may contract with a qualified appraiser to assure the best price. All proceeds resulting from the sale of deaccessioned material from the collections of the Arizona Historical Society shall be deposited to the credit of the collecting unit's Acquisition Fund to be used solely for the acquisition of collections items.

F. Documentation of Deaccessioning

When AHS transfers legal title to another institution it provides the new owner with the complete record of all transactions related to that item. Documentation of the disposition of deaccessioned materials is maintained as part of AHS's permanent records. A record of all materials which have been deaccessioned from the collections may be distributed in response to any reasonable inquiry.

G. Culling Materials from Archival Collections

In some cases, individual archival collections may be culled of superfluous materials contained therein as part of the practice of archival processing. While the disposition of such culled materials are not subject to the same formal process of deaccessioning as other collection items, the same deaccessioning criteria and methods of disposition are employed.

IX. Incoming Loans

The collecting units of AHS may borrow objects from other institutions or individuals for the purpose of exhibition, and research. Incoming loans will be recorded with an incoming loan agreement and loaned objects shall be stored and handled in the same manner as AHS collection objects.

In the case of unclaimed loans, AHS will apply Arizona Revised Statutes, Chapter 3.1, Article 1, Section 44-351 to 44-35644-351, commonly referred to as the Arizona abandoned property law, to any loan that is unclaimed for at least seven years.

X. Documentation of AHS Collections

The acquisition, management and use of all collection materials are documented according to current professional standards. Such documentation includes, but is not limited to, accession and deaccession records, correspondence relating to acquisitions, research materials, catalog records and other finding aids, loan records, researcher access requests, permission and use records, documentation of conservation treatments, and exhibit files. Documentation may be in paper, microfilm or electronic form, or any combination thereof. All documentation relating to collections is considered permanent record of the Arizona Historical Society and is subject to the preservation, privacy and access protections and protocols of other agency permanent records.

XI. Review of Collections Policy

The Collections Policy of the Arizona Historical Society shall be formally approved by the Board of Directors and shall be reviewed every five years by the staff. The AHS's Executive Director shall ensure that this policy is implemented. To accomplish this each collecting unit shall prepare written quarterly reports of acquisitions and loans for AHS's Executive Director, and for distribution to the standing Collections Committee of AHS's Board of Directors.

XII. Glossary

Access: 1. The ability to locate relevant information [and make available to researchers] through the use of catalogs, indexes, finding aids, or other tools. 2. The permission to locate and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance.

Accession/Accessioning: 1. Materials physically and legally transferred to a repository as a unit at a single time. 2. To take legal and physical custody of a group of records or other materials and to formally document their receipt. 'Accession' should be distinguished from 'acquisition'. It establishes the preliminary physical and intellectual controls over the materials by entering brief information in a register, database, or other log in the repository's holdings.

Acquisition: 1. Materials received by a repository or library as a unit, 2. The process of acquiring materials from any source by transfer, donation, or purchase, or the body of records so acquired.

Appraisal: 1. The process of identifying materials offered to an archives or special collections library that have sufficient [research] value to be accessioned. Appraisal can take place prior to donation, prior to physical transfer, at or after accessioning. The basis of appraisal decisions may include the records' provenance and content; their authenticity and reliability; their order and completeness; their condition and costs to preserve them; and their intrinsic value. 2.) The monetary value of an object or collection.

Archives (also archive): The division within an organization responsible for maintaining the organization's records of enduring value.

Backlog: 1. Materials received by a repository, but not yet processed, or not fully processed to current standards. 2. Anything delayed while pending some action; 'Backlog' connotes materials that have been in a pending status for some time.

Catalog: A listing of objects or groups of associated records with descriptive details, including provenance information that is arranged systematically.

Collection: Objects, specimens, and artifacts animate or inanimate, and their associated information, or certain compilations of data that act as proxy for items that cannot be collected, which are acquired with purpose, maintained in an orderly manner, and managed in the public trust for the purpose of research, documentation, exhibition, and education.

Collections Policy: A written document, accepted by the governing body, that specifies that museum or AHS's policies concerning all collections-related issues including accessioning, documentation, use, and disposition. A policy ensures collections are

responsibly developed, maintained, exhibited, used, and preserved. Policy is separate and distinct from the procedures and mechanisms used to implement policy.

Collecting Units: Any organizational groupings approved by the Director to acquire collections for scientific, archival or educational use for AHS.

Conservation: Measures taken to prolong the life of an object or document and its physical, historic, and scientific integrity as long as possible in its original form.

Copyright: A property right that protects the interests of authors or other creators of works in tangible media (or the individual or organization to whom copyright has been assigned) by giving them the ability to control the reproduction, publication, adaptation, exhibition, or performance of their works.

Culling: The process of selecting and removing objects from a group. Usually entails the rejection of items with no scientific or historical value to the group.

Custody: The responsibility for the care and preservation of objects, records and collections.

Deaccession: The formal process of removing records or objects from the permanent collection of AHS.

Deed of Gift: A contract that transfers ownership from one person or institution to another.

Disposition: Process through which deaccessioned material is permanently removed from AHS's ownership or is placed in a non-accessioned collection.

Loan: A temporary transfer of position of collection items for an agreed purpose and on the condition that the collection items are returned at a specified time. Loans do not result in a change of ownership.

Provenance: The chain of custody that reflects the office(s) or person(s) that created, received, or accumulated and used the records in the conduct of business or in the course of personal life. 1. The origin or source of something. 2. Information regarding the origins, custody, and ownership of an item or collection. Provenance is a fundamental principle of archives, referring to the individual, family, or organization that created or received the items in a collection.

Record: 1. A written or printed work of a legal or official nature that may be used as evidence or proof; a document. 2. Data or information that has been fixed on some medium; that has content, context, and structure; and that is used as an extension of human memory or to demonstrate accountability. 3. Data or information in a fixed form that is created or received in the course of individual or institutional activity and set aside (preserved) as evidence of that activity for future reference.

Restrictions: Limitations on an individual access to or use of materials. Use restrictions may limit what can be done with materials, or they may place qualifications on use.

Value

Archival/Historical Value: The ongoing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain, justifying their continued preservation.

Enduring Value: The continuing usefulness or significance of records, based on the administrative, legal, fiscal, evidential, or historical information they contain, justifying their ongoing preservation.

Informational Value: (reference value and research value) The usefulness or significance of materials based on their content, independent of any intrinsic or evidential value.

Intrinsic Value: The usefulness or significance of an item derived from its physical or associational qualities, inherent in its original form and generally independent of its content, that are integral to its material nature and would be lost in reproduction.