

Documentation Backlog Plan (Full)

■ Documentation: General Requirement

The Museum Standards Programme requires that all applicants have a Documentations Procedural Manual. This manual defines procedures related to documenting the collection.

A Procedural Manual is a set of clear instructions that describe how a museum records, maintains, and secures information it holds about its collections. It sets out the documentation procedures and practices of a museum so that information about its documentation system is available to all museum staff, ensuring accountability, consistency and continuity of practice. A Procedural Manual must be reviewed on a regular basis to maintain its currency.

4.9 ■ Please outline the museum's plan to deal with documentation backlog.

■ This is a Minimum Standard for Full Accreditation.

Please enclose the relevant additional documents along with your Application Form.

■ Requirements

- (i) Applicants must have a plan to deal with any documentation backlog e.g. object entry, accessioning, unmarked objects or cataloguing.
- (ii) Applicants must state the timescale to deal with the backlog.

■ Guidelines

- A. An assessment should be made of the documentation backlog including:
 - (a) Size of the backlog
 - (b) Current state of documentation
 - (c) Sources of information
 - (d) Quality of information

- B. A plan to deal with the backlog should be written including:
 - (a) Statement of the current documentation situation
 - (b) Estimate of the backlog in terms of object numbers or records to be processed
 - (c) Statement of retrospective documentation to be carried out (e.g. inventory record, catalogue record and/or accession record for each object)
 - (d) Estimate of the timescale to deal with each object
 - (e) Estimate of resources needed to complete the elimination of the backlog

- C. Implementation of object entry, accessioning and written catalogue procedures will ensure that backlogs do not occur in the future.

- D. A plan for unmarked objects should be included in the plan for the documentation backlog.