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.