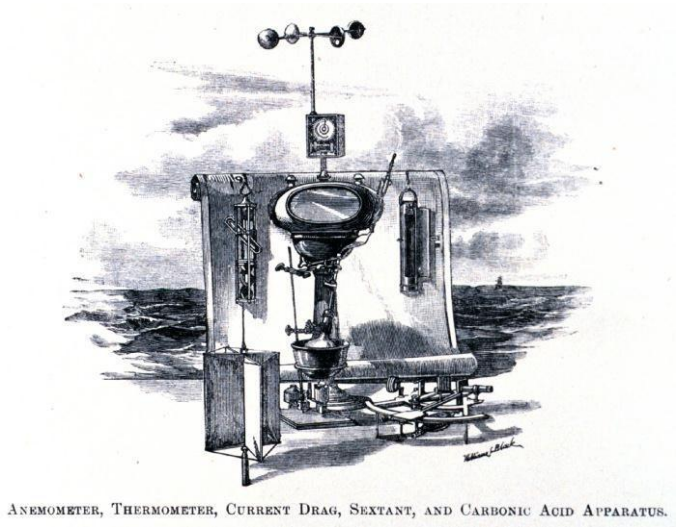
DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration



ANEMOMETER, THERMOMETER, CURRENT DRAG, SEXTANT, AND CARBONIC ACID APPARATUS.

NOAA Heritage Asset Management General Policy

This section establishes policies and procedures to be followed by all NOAA personnel to ensure the proper care and handling of heritage assets under its control or jurisdiction. The goal of these policies and procedures is to ensure the proper collection, preservation, security accountability, and educational use of NOAA heritage properties.

Definitions

Heritage Assets Management Committee – A group of NOAA employees consisting of the Chief, Library and Information Services Division, NOAA Central and Regional Librarian (NOAA Central Library, Chief Librarian), as well as representatives from the NOAA

Property Office, NOAA Preserve America Initiative and each line and staff office to administer the policies and procedures contained herein.

IAW the Federal Accounting Standards Advisory Board (FASAB), Statement of Federal Financial Accounting Standards (SFFAS) 29, a NOAA Heritage Asset (HA) is any property, plant and equipment (PP&E) that is designated as a unique and intrinsic part of the history, culture or mission of NOAA with the concurrence of the Chief, Library and Information Services Division, NOAA Central and Regional Librarian (NOAA Central Library, Chief Librarian); and is retained by the Agency for one or more of the following reasons:

- Historical or natural significance
- Cultural, educational, or artistic (e.g., aesthetic) importance
- Significant architectural characteristics.

Glossary of Terms

- **Accession:** The act of adding an asset to NOAA's Heritage Asset Collection
- **Collection:** Any group of heritage assets which have been bundled together and accounted for under one barcode identifier because they are either exact duplicates or very similar to each other e.g. "Collection of Photographs", "Collection of Theodolites", etc.
- **HA:** Heritage Asset
- **HA LI:** Heritage Asset Liaison
- **HA MC:** Heritage Asset Management Committee
- **HA SME:** Heritage Asset Subject Matter Expert
- **HA POC:** Heritage Asset Point-of-Contact
- **LO:** Line Office

- **LO PM:** Line Office Property Manager
- **NCL:** NOAA Central Library
- **NF 37-41:** NOAA Form 37-41 Heritage Asset Transaction Report
- **NOAA PMO:** NOAA Property Management Officer
- **PM:** Property Manager
- **PPMB:** Personal Property Management Branch

NOAA Heritage Asset Collection

Refers to the entirety of NOAA's Heritage Asset holdings from all line and staff offices.

- **Heritage Asset inventory:** Denotes structures, features, and objects of historic interest and value that are potentially viable as attractions maintained by NOAA.
- **Subject Matter Expert:** A person who is an expert in a particular area or topic.

Roles and Responsibilities

The NOAA Property Management Officer (PMO):

- Authorizes the NOAA Heritage Asset Management Committee and Personal Property Management Branch Heritage Asset Program Manager to prepare nationwide NOAA policies, procedures, and standards for the preservation, security, handling, storage, and display of NOAA heritage assets;
- Ensures that all heritage assets owned by NOAA are catalogued;
- Approves all loans of NOAA heritage assets, and
- Takes a leadership role in resolving heritage asset property issues in any line or staff offices when any proposed action or substantive change could adversely impact NOAA's heritage assets.

The NOAA Heritage Assets Management Committee:

- Establishes nationwide NOAA policies, procedures, and standards for the preservation, security, handling, storage, and display of NOAA heritage assets;
- Promotes the adherence of policies and procedures outlined in this section.

The NOAA Personal Management Branch Heritage Asset Liaison:

- Maintains the NOAA Heritage Asset official system of record. Reviews and maintains all documentation related to NOAA's heritage assets including Deeds of Gift, Loan Agreements, annual inventory records, etc.;
- Processes all loans of NOAA heritage assets; and
- Review all accessions and de-accessions and provide concurrence.
- Determines the feasibility of new heritage asset loans.

Subject Matter Expert:

- Provides assistance to Line Office Property Manager in determining if an item meets the established criteria to be considered a heritage asset as needed.

The Chief, Library and Information Services Division, NOAA Central and Regional Librarian (NOAA Central Library, Chief Librarian):

- Determines and concurs with the NOAA Personal Property Management Branch Heritage Asset Liaison and is the final determination of accession and de-accession of heritage assets;

Line and Staff Offices:

- Carry out NOAA policy and procedures outlined in this manual;
- Encourage a viable and responsible program for the display of NOAA's heritage assets that is consistent with this document and applicable statutes and regulations;
- Designate personnel who know the methods and techniques for managing heritage assets and provide training necessary to implement this program;
- Respond annually to calls for physical inventories and conditions assessment surveys of heritage assets;
- Provide funds and resources for the proper care of handling of heritage assets; and
- Evaluate any risks resulting from improper care or lack of funding to the heritage asset and report any deferred maintenance.

NOAA Heritage Asset Custodians/Contacts:

- Heritage assets are assigned to the certified Property Custodian nearest to the physical location of such asset.
- Carry out NOAA policy and procedures outlined in this section;
- Properly care for the heritage assets for which they are responsible as outlined in this section including taking temporary actions necessary to reduce deterioration due to environmental conditions, and to limit damage, loss and misuse of heritage assets; and
- To the maximum extent possible make NOAA heritage assets available to the public for their education and enlightenment and to promote the image of NOAA's culture and history to the public.

Use of the Heritage Assets – The preservation, management, and loan of NOAA heritage assets is intended to support public education.

- **Restrictions on use**- No personal property identified as a heritage asset may be used consumptively, i.e., for the purpose for which it was originally intended to be used. Thus, uniforms will not be worn, firearms will not be fired, and recorders will not be used to record. Exceptions to this policy may be granted on a case-by-case basis by the Chairman of the NOAA Heritage Assets Management Committee, generally only for specific occasions and only when they fulfill an educational purpose.
- **Permitted use** - Customarily, the heritage asset collection will be used only in the following areas:
    a. Exhibits that are accessible to the public in the following areas:
        - Federal facilities
        - State facilities
        - Public non-profit facilities, i.e., partnerships that may include institutions of learning science and similar objects to NOAA's goals and missions
        - Private non-profit facilities
    b. Support for official or scholarly research

Acquisitions

Donations:

1. The donation of items to NOAA by individuals and organizations is encouraged.

2. The NOAA Heritage Assets Management Committee reserves the right to reject those donations which are not considered suitable within the limits of this document and collection plan, i.e., screening collection plan.
3. Each donated item will be given the best available care and attention, but NOAA cannot guarantee that every donated item will be placed for exhibition. The prospective donor must be informed of the unconditional nature of gifts prior to the donation.
4. Where appropriate, a Deed of Gift will be prepared in duplicate. Both the donor and NOAA PMO will sign both copies, and the donor will receive the duplicate. The NOAA Property Office must keep the original Deed of Gift in its possession to complete the legal transfer of title of to the item.

Conservation:

All measures laid out below shall be followed by any and all Property Accountability Officers and Property Custodians of NOAA's heritage assets, including those entities to which the property may have been loaned. These measures must be part of any loan agreement.

A. **General** – The purpose of conservation is to extend the life of NOAA's heritage assets. It includes all active and passive measures taken to stabilize, protect and preserve the assets. It is the policy of NOAA that no asset in its custody be subjected to unnecessary deterioration. The following measures will be implemented to protect all NOAA heritage assets against natural and human agents of deterioration.

B. Each Property Accountability Officer and Property Custodian of NOAA heritage assets will strive to maintain stable display and storage environments to discourage the existence of biological and natural agents of deterioration. A clean, pest-free area with a consistent temperature of 18 – 23 degrees Celsius (64 - 74 degrees F), a relative humidity of 40 – 60 percent, with no exposure to fluorescent light or sunlight will be provided for display and storage.

C. Property Accountability Officer and Property Custodian will ensure that there is restricted access to heritage assets and that handling occurs only when necessary.

D. Only necessary conservation measures will be employed to stabilize an artifact or to ensure its continued existence.

E. No artifact will receive any conservation or preservation treatment that is irreversible. Stabilization will always precede restoration.

F. The physical appearance of historically significant properties will not in any way be altered.

G. All historical property will be handled with gloves, archival tools, tissue, padding, acid free boxes, or similar materials.

Deferred Maintenance

Maintenance that has been postponed and that may result in physical damage, lack of efficiency, decline in production, and other negative effects.

http://www.answers.com/topic/deferred-maintenance If a company does not have an adequate repair program, futures of the assets are diminished.

Storage of Artifacts

In selecting storage areas, consideration will be given to an item's intrinsic value; rarity; liability to theft and vandalism; size; need for environmental stability; and frequency of handling. Appropriate measures will be taken yearly or more frequently to prevent infestation by pests, mold, or mildew.

Physical Security

Limited access is the most important tool of security and accountability for stored artifacts. Access to artifact storage areas will be limited to authorized personnel only. All entrances and exits to the facility will be locked. Keys to collection storage areas will be protected from unauthorized use. Stewards should make frequent visual inspections of asset storage areas as part of the routine care given to these assets. Internal control procedures must be instituted to ensure they are not lost, stolen or damaged, including daily inspections.

Fire Prevention and Safety

Special precautions must be taken to preserve heritage assets from fire, smoke, and fire-causing conditions. Each collection storage and display area will be equipped with a smoke detector and the appropriate fire extinguisher. In the event of fire, the first priority will be the prevention of loss of life. Personnel will be evacuated from the building immediately, and the fire department will be notified and alarms sounded.

Financial Reporting

It is the responsibility of NOAA Property Accountability Officers and Property Custodians to provide information for quarterly financial and non-financial reports.

Exhibition of Heritage Assets

Every effort will be made to ensure the proper interpretation and educational use of NOAA's heritage assets. Publicly accessible display will take priority over decorative display. Assets will not be displayed solely for the profit of the steward. They will serve an educational purpose and will promote the public's awareness of NOAA. All displayed items will have accurate interpretive labeling. Items of a sensitive or controversial nature will not be displayed in isolation, but will be presented within the content of a larger exhibition.

Display Design

Items will be displayed so that no unnecessary stress is placed on the items by light levels, relative humidity, temperature, or other agents of deterioration. A method of display will be chosen that will ensure that the items and their support components are secure and protected from theft and vandalism.

NOAA Heritage Asset Management Procedures

Background & Definition

IAW the Federal Accounting Standards Advisory Board (FASAB), Statement of Federal Financial Accounting Standards (SFFAS) 29, A NOAA heritage asset (HA) is any property, plant and equipment (PP&E) that is designated as a unique and intrinsic part of the history, culture or mission of NOAA with the concurrence of the Chief, Library and Information Services Division, NOAA Central and Regional Librarian (NOAA Central Library, Chief Librarian); and is retained by the Agency for one or more of the following reasons:

- historical or natural significance
- cultural, educational, or artistic (e.g., aesthetic) importance
- significant architectural characteristics.

Identification and Accession

Any NOAA employee can identify a potential NOAA heritage asset. Potential heritage assets should be brought to the attention of the Line Office's Property Manager. Property Managers should perform initial screening of potential heritage asset and identify the appropriate Property Custodian or Heritage Asset POC. The PM, PC or HA POC should consult the appointed Line Office's subject matter experts (SME) as needed for assistance in properly identifying potential heritage assets.

Accession to the NOAA heritage asset inventory requires completion and submission of NOAA Form 37-41, including a thorough description, photograph and justification of how the asset in question meets the above criteria. All requests for accession must receive the concurrence and signature of the NOAA Chief Librarian. The HA POC should submit a completed NF 37-41 to their PC, who will submit it to the LO PM, who will in-turn submit

the form to the Personal Property Management Branch (PPMB) Heritage Asset Liaison (HA LI). The PPMB HA LI will review the NF 37-41 for completeness and materiality, sign the form, and will then forward to the NOAA Central Librarian, Chief Librarian for final concurrence. At the Chief Librarian's concurrence, the HA LI will enter the asset into the heritage asset database.

Donations

NOAA will consider offers for donation of potential heritage assets from outside entities. The LO PM, PC or HA POC should screen the potential asset based on the established NOAA heritage asset criteria for significance to the Agency.

Display

As resources permit, Line Offices should make every effort to properly display NOAA heritage assets. Heritage assets should be prominently displayed whenever possible. Care should be taken to safeguard displayed assets from theft, vandalism, and infrastructural damage, e.g. sprinkler systems; heating and cooling systems.

Financial Reporting

The Federal Accounting Standards Advisory Board (FASAB) Statement of Federal Financial Accounting Standards (SFFAS) 29 requires that "Entities with heritage assets should reference a note on the balance sheet that discloses information about heritage assets, but no asset dollar amount should be shown (para. 25)."

Inventory Certification

The PPMB HA LI shall send out quarterly data calls to the LO PM requiring inventory certifications of heritage assets on-hand. The HA LI will provide LO PM with a current inventory report which Property Custodians or HA-POC should verify and certify by signing a NOAA Heritage Asset Inventory Quarterly Financial Report Certification and submit to

the HA LI. Certifications should include detailed information of any changes required to the current inventory listing i.e., location changes, contact change, quantity changes, etc. Any Heritage Asset Deferred Maintenance should also be reported during the quarterly certifications using NOAA Form 37-43, Report of Deferred Maintenance.

Transfers

Transfer of heritage assets between activities within NOAA Lines Offices and between Line Offices should be performed by completing an NF 37-41. Both the losing and gaining Property Custodian/HA-POC should sign the "Transfer" block of the NF 37-41. Transfer requests are not limited to the quarterly certification.

Change Details

All change of asset details requests should be performed by Property Custodians or HA-POC, completing, signing and submitting a NF 37-41, identifying any location changes, contact change, quantity changes, etc. Change of asset record details requests are not limited to quarterly certification periods.

Loans

IAW NOAA PPMB loan of personal property policy, heritage assets may be loaned to both Federal and non-Federal organizations when approved by the NOAA PMO. Loan of heritage assets shall be transacted through memorandum between NOAA and the borrowing agency, institution or organization and must be renewed bi-annually (every two years). There is no limit to how many times a loan memorandum may be renewed. Requests to loan heritage assets must be submitted to the NOAA PMO 45 days prior to lending the property. PMO will need a Justification memorandum between NOAA and the borrowing entity, outlining the details of the loan with NF 37-19. Request for annual renewal requires the same

documentation as initial requests, and should be submitted 45 days prior to the current loan expiration. This policy will be superseded by previously established federal regulations which provide for long-term loans of artifact collections, e.g. the National Marine Sanctuaries Act, the National Historic Preservation Act and 36 CFR 79, Curation of Federally-owned and Administered Archeological Collections.