# DOCUMENTATION POLICY STATEMENT

## 2016

<table>
<thead>
<tr>
<th>CREATION DATE</th>
<th>May 2016</th>
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<tr>
<td>CREATED BY</td>
<td>Dr. Susanne Turner (Curator)</td>
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<tr>
<td>APPROVED BY THE MUSEUM COMMITTEE</td>
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<td>DATE</td>
<td>17th May 2016</td>
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<td>DATE FOR REVIEW</td>
<td>May 2021</td>
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1. INTRODUCTION
Documentation is a core responsibility of the Museum of Classical Archaeology. The role of documentation is to ensure efficient recording of collections information, in order that the Museum fulfils its responsibilities in relation to security, management and access to the collections and their associated information.

2. AIMS & RESPONSIBILITIES
This policy aims to:
• Improve accountability for collections
• Maintain at least minimum professional standards in documentation procedures and collection information
• Extend access to collection information
• Strengthen the security of the collections

This Documentation Policy Statement supports the Museum of Classical Archaeology’s mission and Forward Plan.

Documentation is primarily the responsibility of the Curator, with the assistance of the Museum Attendant, volunteers and, where appropriate, members of the Faculty of Classics.

3. PRINCIPLES
3.1 Collections management and care
The Museum recognises the role documentation records play in collections management and care. It will record information

3.2 Accountability
The Museum will record sufficient information about the items in its care to establish the identity, location and legal ownership of the items.

3.3 Adherence to documentation standards
The Museum of Classical Archaeology is committed to maintaining at least minimum SPECTRUM 4.0 standards, specifically in relation to the Primary Procedures: Object Entry, Acquisition, Loan in, Loan out, Location and movement control, Cataloguing, Object Exit. Procedures are set out in the Documentation Procedural Manual.

3.4 Adherence to legal and ethical codes
The Museum’s documentation activities will take account of current legislation, including all applicable legislation relating to copyright and IPR, data protection and freedom of information. All documentation will be carried out in accordance with the Museum Association Code of Ethics.

3.5 Security of information
The Museum will store paper and digital records in such a way that security risks are minimised. Backups will be made of digital records on an ongoing basis and regular
copies made of accession registers, as outlined in the Documentation Procedural Manual.

**3.6 Preservation and sustainability**
The Museum will strengthen the security of the collections in order to ensure that key paper records are securely stored in environmental conditions that will ensure their physical security and long-term preservation. Digital records will be similarly held and backed up regularly. MOCA will regularly review its electronic systems against the risk of obsolescence in order to ensure long term accessibility of the information held.

**3.7 Keeping records up-to-date**
The Museum of Classical Archaeology commits to keep its records up to date and will implement a Documentation Plan to eliminate any retrospective documentation backlog and accession new acquisitions as soon as possible. The Museum aims to complete a basic inventory of the collection by September 2018.

**3.8 Access**
The Museum will extend access to collections information by providing and maintaining an information retrieval system and by continuing to seek to improve public awareness as indicated in the Museum’s Access Policy.

**4. IMPLEMENTATION**
This policy will be presented to the Museum Committee and will be used alongside the Documentation Procedural Manual and the Documentation Plan. This Policy will be reviewed every five years.