

Management of History and Natural Science Collection Records

Professional management of the Collections relies heavily upon the development and maintenance of records. The Registrar is responsible for obtaining, creating and maintaining up-to-date records consisting of, but not limited to, the following: documents recording the legal status of objects (bill of sale, deed of gift, etc.); descriptive and historical context data; condition reports and conservation history; correspondence regarding acquisition; documents regarding deaccession; exhibition and publication histories; photographic documentation (when available); and any other records of an object's use and movement within the building or while on loan.

History and Natural Science Collection paper records will be stored in a registration cabinet. Digital collection records will be stored in the Collection database. Digital records will be backed up nightly and stored on the Museum's server.

Permit Requirements

The Museum strictly adheres to all permit requirements set forth by the United States Federal Government and the State of Florida. It is the responsibility of the Registrar to obtain, manage and maintain proper permitting for specimens in the Natural Science Collection. Past and current permits will be stored in the History Collection storage room and a digital copy will be stored on the Museums' servers.