

PRINCE WILLIAM COUNTY
DEPARTMENT OF PARKS, RECREATION AND TOURISM
HISTORIC PRESERVATION DIVISION

HISTORIC PRESERVATION COLLECTIONS MANAGEMENT MANUAL

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Table of Contents

Section I: Historic Preservation Division Mission

A. Statement of Purpose	4
B. Scope of Collections.....	5
C. Classification of Collections.....	6
D. Access to Collections	8
E. Reproductions of Collections.....	8
F. Records Management	9

Section II: Acquisitions

A. Acquisition of Objects.....	10
B. Acquisition of Cultural Landscapes, Historic Properties and Archaeological Sites	12
C. Donations.....	12
D. Purchases	13
E. Transfer of Objects.....	13

Section III: Deaccessions

A. Criteria for Deaccessioning.....	14
B. Types of Deaccessions	15
C. Methods of Disposal	15
D. Record Keeping.....	16

Section IV: Loans

A. Loan Policies.....	17
B. Record Keeping	18

<u>Section V: Insurance</u>	19
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Section VI: Preservation of Cultural Landscapes, Historic Properties and Archaeological Sites
A. **Preservation of Cultural Landscapes**20
B. **Preservation of Historic Properties**23
C. **Preservation of Archaeological Sites**27
Section VII: References28

**PRINCE WILLIAM COUNTY
DEPARTMENT OF PARKS, RECREATION, AND TOURISM
HISTORIC PRESERVATION DIVISION**

**HISTORIC PRESERVATION
COLLECTIONS MANAGEMENT POLICY**

Section I: Historic Preservation Division Mission

A. Statement of Purpose

The purpose of Historic Preservation Division (HPD) is to promote and enhance an appreciation of the culture and history of Prince William County. The HPD preserves and interprets the cultural and historical experience for the benefit of the general public, scholars, and special interest groups, and provides opportunities for education and recreation through programs, publications, special events, exhibitions, seminars, workshops, and public access to facilities. Historic sites will also drive economic development and redevelopment as they become regional focal points in Prince William County, which is one of the top ten regions in the United States for heritage tourism.

The Prince William Board of County Supervisors (BOCS) recognizes that stewardship of collections entails the highest public trust. The BOCS has assigned responsibility for the historic and archaeological collections to the HPD. Collections Management is accordingly recognized as an essential responsibility of the HPD. Members of the HPD staff subscribe to the *Code of Ethics for Museums* adopted by the American Association of Museums, now the American Alliance of Museums, in 1991, amended 2000, as they apply to the historic collections and all collections management guidelines and procedures.

Enforcement of the policies, ethics, standards and procedures concerning the preservation and protection of the Prince William County historic and archaeological collections, cultural landscapes, historic properties and archaeological sites is the responsibility of all HPD staff in any and all instances in which collections are maintained, exhibited, stored, interpreted or otherwise utilized by HPD on behalf of the citizens of Prince William County.

The Historic Preservation Division Manager (HPD Manager) has delegated administration of all historic and archaeological collections to the Preservationist. The Preservationist is charged with daily care and security of the historic artifact and archaeological collections, including the manner in which objects are exhibited, stored, transported and conserved, as well as planning for future needs and growth. Specific procedures for the appropriate care and management of these collections are based on standards of the American Alliance of Museums. Specific procedures for the care and management of the archaeological collections follow the State Curation Standards defined by the Virginia Department of Historic Resources and the Secretary of the Interior.

The HPD Manager has delegated maintenance and preservation of cultural landscape, historic properties and archaeological sites to HPD Historic Site Managers and the Preservationist. Specific procedures for the care and management of cultural landscapes, historic properties and archaeological sites follow *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (As Amended and Annotated)*.

B. Scope of Collections

The Historic Preservation Division collects items that relate to the social, cultural, and economic history of prehistoric and historic life in Prince William County. Items collected include archaeological artifacts, furniture, agricultural equipment, decorative arts, folk art, textiles and clothing, and archival materials, such as photographs, books, audio-visual materials and maps, as well as additional objects that relate to the HPD's stated mission statement and purposes so that they may be preserved, exhibited, interpreted, or used for research. Wherever possible, original objects shall be collected. Where these must be preserved or are prohibitive or not available, reproductions may be acquired to support the HPD's interpretive mission. The following categories shall be collected:

1. Objects and materials associated with or representing the history of the historic properties and archaeological sites administered by the Historic Preservation Division
2. Objects and materials associated with or representing the history of individuals residing or businesses operating at those historic properties and archaeological sites
3. Objects and materials associated with or representing the cultural origins connected with those historic properties and archaeological sites
4. Objects and materials associated with or representing the general prehistory, history, growth and development of Prince William County

The HPD collections include, cultural landscapes, historic properties and archaeological sites that are owned by the Citizens of Prince William County and managed by the Historic Preservation Division.

C. Classification of Collections

The Historic Preservation Division collections are classified below. All gifts, purchases, loans, found and field collected materials shall be assigned to one of the following collections:

1. Historic Artifact Collections - Original historic objects in the Permanent Collection, meeting the Scope of Collections and owned by or on loan to the HPD, shall be preserved, protected and cared for by the HPD in the public trust for future generations. Such items may be used for exhibition and research purposes. Original historic objects in the Operating Collection, meeting the Scope of Collections and owned by the HPD, shall be considered for restoration if time and budget permit in order to preserve and interpret an historic process or activity. Such items may be used following specific guidelines in interpretive programs.
2. Archival Collections - Documentary, photographic, and audio visual materials pertaining to the history of the HPD. The purpose of this archive shall be to preserve such records and to serve as a central repository available to scholars, Prince William County staff, citizens of Prince William County, and other researchers studying and recording the history of Prince William County.
3. Education Collections - Reproductions, duplicate historic objects, and special use items in the Education Collection, conforming to the Scope of Collections, are used for interpretive exhibition or educational purposes. Reproductions will be identified, and staff to the best of their ability will discuss the special nature of historic objects in this collection whenever the public makes inquiries. Original historic objects in the Historic Artifact Collection, which do not conform to the Scope of Collections, are used for ambience in non-interpretive settings.
4. Architectural Materials Collections - Materials acquired as a result of structural preservation activities or field collection. Such artifacts serve as primary source materials for research and may also be used for exhibition and interpretive programs.
5. Archaeological Collections - Materials acquired as a result of underwater or subterranean excavation, surface survey, or field collection. Such artifacts serve as primary source materials for research and may also be used for exhibition and interpretive programs. The HPD's Archaeological Collections are those acquired as a result of archaeological activities on County-owned historic properties and on privately-owned parcels that will be developed.

6. Cultural Landscapes – A Cultural Landscape is defined by the United States National Park Service as a geographic area (including both cultural and natural resources and the wildlife or domestic animals therein), associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values. A cultural landscape may include historic properties, archaeological sites, designed features, vernacular elements, and/or ethnographic features (See Section I:C:6 for definitions). Cultural Landscapes are classified in four general types. These types are not mutually exclusive:
 - a. Historic Site - A landscape significant for its association with a historic event, activity or person. Examples include battlefields and presidential homes and properties.
 - b. Historic Designed Landscape - A landscape that was consciously designed or laid out by a landscape architect, master gardener, architect, engineer, or horticulturist according to design principles, or an amateur gardener working in a recognized style or tradition. The landscape may be associated with a significant person, trend, or event in landscape architecture; or illustrate an important development in the theory and practice of landscape architecture. Aesthetic values play a significant role in designed landscapes. Examples include parks, campuses, and estates.
 - c. Historic Vernacular Landscape - A landscape that evolved through use by the people whose activities or occupancy shaped it. Through social or cultural attitudes of an individual, a family, or a community, the landscape reflects the physical, biological, and cultural character of everyday lives. Function plays a significant role in vernacular landscapes. This can be a farm complex or a district of historic farmsteads along a river valley. Examples include rural historic districts and agricultural landscapes.
 - d. Ethnographic Landscape - a landscape containing a variety of natural and cultural resources that associated people define as heritage resources. Examples are contemporary settlements, sacred religious sites, and massive geological structures. Small plant communities, animals, subsistence and ceremonial grounds are often components.
7. Historic Property - A historic property is defined in the National Historic Preservation Act (1966) as any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on the National Register.
8. Archaeological Site - An Archaeological Site is defined as a location where there is evidence for the human past.

D. Access to Collections

Collections and archives are considered irreplaceable resources. Any exhibition, display, furnished historic structure, cultural landscape and storage facility containing collections is treated as a secure area and is monitored by HPD staff. The HPD collections and archives are made accessible to the public through exhibitions and programs and to researchers by appointment. No private individual, group or entity is allowed access to any exhibition, display, furnished historic structure, cultural landscape or storage facility containing collections at any time unless authorized by or/and accompanied by a HPD staff member. Access to collection storage areas and archives for research and educational purposes by scholars, students and the public are granted and monitored by the Preservationist or the HPD Manager. Access to collections displayed in HPD-managed historic properties may be granted and monitored by the appropriate Historic Site Manager. Any individual or group requiring after-hours (evening, weekend and overnight) access to any exhibition, display, furnished historic structure or storage facility containing collections must be accompanied by a HPD staff member at all times.

Cultural Landscapes may be accessed by the public after regular business hours (evenings and weekends) and without HPD staff supervision if HPD interpretive programming includes self-guided activities such as walking trails and open recreational spaces. Activity and land use prohibitions are clearly posted at such cultural landscapes to inform the public about hours of accessibility, appropriate use of the landscape and of any cultural and natural resources therein.

E. Reproduction of Collections

Archival materials may be reproduced only with the permission of the Preservationist or his/her designee. Documents, photographs and other archival materials will be made available to researchers by appointment when resources permit. Archival materials may be only be reproduced by means that do not damage the original material, i.e., digital photography. Researchers may be charged document reproduction fees Any researcher intending to publish materials in the HPD archives must credit each image and/or references source with the following statement:

Courtesy of Prince William County, Virginia.

Any entity or individual that is outside the Prince William County Government may not copy, replicate or otherwise reproduce documents, objects or archaeological materials in the Prince William County collections for personal or commercial use without the explicit permission of the HPD Manager. Any entity or individual wishing to copy, replicate or otherwise reproduce documents, objects or archaeological materials in the Prince William County collections for commercial purposes must enter a legal licensing agreement with HPD wherein terms of the use will be specifically stated and agreed upon. Any entity or individual, who copies, replicates or otherwise reproduces documents, objects or archaeological materials in the Prince William County collections without the written permission of the Historic Preservation Division Manager and under the terms of a specific licensing agreement will be prosecuted.

F. Records Management

The HPD will keep a permanent archive of all records pertaining to all phases of its program operation, historic preservation, and interpretation. These records shall become the archives for historic properties, programs, and collections administered by HPD. Such records include, but are not limited to, records of HPD administration and operation, property management and maintenance, staff reports and records, collection records, and programming records. The purpose of this archive shall be to serve as a central repository to aid future scholars and researchers in the recording of the history of Prince William County and its artifacts.

Section II: Acquisitions

A. Acquisition of Objects

Acquisition of objects, materials and donated services are the sole responsibility of the Preservationist and the HPD Manager. All acquisitions must be authorized by and approved by the Preservationist and the HPD Manager. No private or government individual, group or entity may acquire materials and objects for display or curation within a property administered by the HPD or on behalf of the HPD without written authorization and supervision by the Preservationist and the HPD Manager.

Materials and objects of historic significance may be acquired through gift, purchase, bequest, exchange, field collection or other transactions whereby title of ownership is transferred to the Historic Preservation Division. Members of the HPD staff and the BOCS are discouraged from collecting privately in competition with the HPD. HPD staff and members of the BOCS shall follow the same guidelines and procedures as all other donors and lenders to the HPD. Documentation of donated services may be required by other County agencies. In such cases, HPD will provide all required documentation including a signed Deed of Gift listing the specific services donated and the value of donated services.

Prince William County Government requires that all donated artifacts from a collection first be curated and accessioned with the County's Historic Preservation Division. Break up or division of a collection before accession into the County's system is prohibited. If a client needs certain artifacts returned for display or exhibit purposes, the County's collection policy has provisions that allow for this to occur only after accession and curation is performed.

This requirement initiates a tracking and management system for all artifacts in a collection owned by Prince William County, whether artifact or artifacts are physically located in a County facility or on loan to a qualified institution and person. This provision also ensures that loaned artifacts are appropriately housed and protected from deterioration, mistreatment, and vandalism and, if warranted, appropriately conserved.

This revision to existing policy allows artifacts to be exhibited as they help tell the story of Prince William's history. We will work with clients to accomplish this goal. Please also refer to section IV of this document for more information on artifact loans.

In acquiring historic collections, each proffered gift or potential purchase shall be evaluated individually in terms of its conformity to the Scope of Collections, its authenticity, condition, quality, the foreseeable needs of the collection, and the ability of the HPD to care for the object or material in a manner consistent with professional museum standards.

1. Criteria for judging and evaluating cultural objects and artifacts for acquisition:
 - a. The degree to which the object/s meets or meet the Collection goals and has/have specific origin(s) in or is/are related to Prince William County
 - b. The appropriateness of the object(s) to exhibition or other use in interpretive or educational programs of HPD
 - c. The degree of need existing in HPD collections for the object(s)

2. Reasons to accession, based on professionally recognized curatorial standards:
 - a. Association with the theme or subjects for historic programming or exhibition
 - b. Historical significance
 - c. Representation of general pre-history and history
 - d. Style
 - e. Authenticity
 - f. Condition
 - g. Quality
 - g. Ability to care for item

All donations of historic objects and archaeological collections are considered outright and unrestricted gifts to be used at the sole discretion of the HPD. Donors must certify that they have clear title of ownership to proffered gifts. Acquisitions shall include full literary rights, property rights, copyrights, patents and trademarks. No Prince William County employee may reproduce objects or materials from the HPD's archival, historic or archaeological collections for private sale or gain.

Acquisition, accessioning, registration, and cataloguing will be followed in accordance with the procedures outlined in the Collections Procedures Manual. Those procedures will be the responsibility of the Preservationist, unless otherwise noted. The HPD shall not purchase acquisitions of historic objects from members of the HPD staff, volunteers or members of the BOCS. The HPD will not knowingly accept any artifact that has been stolen or illegally exported from its country of origin or whose recovery involved destruction of historic or archaeological sites, buildings, structures, objects or the culture of which they were a part for the purpose of their acquisition. Any archaeological object or collection considered for accession must be accompanied by documentation verifying that all materials were collected legally and with the full consent of any involved property owner.

Accessioning is the formal process used to accept and record an item as a collections object. After consideration by appropriate staff, the Preservationist shall submit a written recommendation to acquire an object or material for approval to the HPD Manager. No other staff member, volunteer, BOCS member, or other person associated with the HPD may obligate the HPD to accept or purchase any object or material. Once approved, acquisitions shall be accessioned promptly.

The HPD will offer to provide a copy of every accessioned research report, primary document, photograph or other archival resource to the Ruth E. Lloyd Information Center (RELIC) at Bull Run Regional Library in Manassas, Virginia.

B. Acquisition of Cultural Landscapes, Historic Properties and Archaeological Sites

For the purpose of providing information regarding the criteria by which HPD staff determines acquisition of cultural landscapes, historic properties and archaeological sites, the following list is provided:

1. Historical Significance and Eligibility for
 - a. The National Register of Historic Places—Federal significance
 - b. The Virginia Landmarks Registry—State significance
 - c. County Register of Historic Sites classification—Local significance
2. Architectural Value
 - a. Style importance
 - b. Level of endangerment, whether nationally, state or locally
3. Interpretive Value
 - a. Opportunities to interpret under-represented populations
 - b. Opportunities to interpret local, state and national history and/or prehistory
4. Site Integrity
 - a. Level of integrity for structures and/or features
 - b. Level of integrity for context and view shed
5. Threat Level
6. Opportunities for Partnerships and Collaborative Programming
7. Economic Value and Opportunity for Public Use
8. Potential for Reuse

C. Donations

1. All donations to HPD may be tax deductible. Staff is not authorized to make estimates or appraisals of items offered for donation or loan, nor will staff suggest appraisers. It is the responsibility of the donor to determine the appropriate tax consequences and to acquire an appraisal of objects to be donated.
2. HPD will notify the County's Financial Reporting and Control Division when asset acquisition is greater than \$5,000. All donations in the BOCS's name require BOCS's approval.
3. Objects deposited at HPD for the purpose of gift consideration will be insured by Prince William County's insurance policy, and be treated as comparable museum artifacts.

4. The Preservationist and other professional staff members may extend their assistance to potential donors and lenders insofar as their knowledge of the history of an item is concerned.
5. All donations to HPD are considered outright and unconditional gifts to be used at the discretion of staff. Gifts or bequests are accepted with the understanding that they are unrestricted offers without limiting conditions as to placement, exhibition, or ultimate disposition and that all exhibition, photographic, reproduction, and publication rights become the property of Prince William County upon acceptance of the gift or bequest.
6. The donor must have clear title to the potential donation. The provenance of the item or items to be donated must be satisfactorily shown by the donor or by HPD staff before the item is accepted and must be in compliance with United States import/export laws.
7. An item will be added to the collection only if it can be properly cared for.

D. Purchases

1. Any offer of an item for sale to HPD must be referred to the HPD Manager. If the item or a comparable object cannot be obtained through a gift or bequest, the Manager and the Preservationist will be jointly responsible for the final decision based on the goals and available funds of HPD. If authorized to make the purchase, the Preservationist will then follow Prince William County fiscal procedures to purchase the item.
2. Purchase of objects for the permanent collection may also be initiated by the HPD Manager or Preservationist for the purpose of filling deficiencies in the collection for programming, exhibit, or research. If the HPD Manager and/or the Preservationist determine(s) the availability of sufficient funds, he/she will then follow Prince William County fiscal procedures to purchase the item.
3. Pertinent information documenting each purchased object (i.e., name and address of store or dealer, date of purchase and object value) will be incorporated into the computerized collections management database and made part of the permanent record for that object. Physical documentation of the purchase will be filed in the Object *Folder*, including the original receipt or a copy thereof and any remaining price tag.

E. Transfer of Objects

Objects or collections of objects that are County-owned but have been retained by another organization, institution or entity shall be transferred to the Historic Preservation Division. Examples include archaeological collections and documentation recovered and produced through an excavation of a County-owned property that have been processed by a consultant. The Preservationist may accept these County-owned collections and documents by completing a *Transfer of Objects* form.

Pertinent information documenting the transferred object(s) (i.e., provenance or provenience, donor name, address and date of transfer) will be incorporated into the computerized collections management database and made part of the permanent record for the object(s).

Section III: Deaccessions

Deaccessioning is the formal process of permanently removing accessioned objects, materials, structures and landscape features from the Collection. This process shall be measured and deliberate. Assets with a value based on their historical context over \$500 shall be approved for deaccession by the HPD and the Director of Finance in accordance with the current Finance Department Asset Disposal Procedure.

Non-contributing historic structures and landscape features may be demolished and removed from the Collections. A non-contributing building is a building, structure or site within property managed by HPD that is at least 50 years old, but where major character-defining features have been so altered as to make the original and/or historic form, materials and details indistinguishable and alterations are irreversible. Non-contributing structures also include those which are less than fifty years old. Non-contributing historic structures fall outside of a historic site's determined period of significance. A non-contributing landscape feature does not fall within a historic site's period of significance.

No member of HPD staff, their immediate families or representatives, or BOCS member may purchase or otherwise acquire any deaccessioned object.

Before an object is recommended for deaccessioning, all reasonable efforts shall be made to ascertain that the HPD is legally free to do so. The Preservationist in consultation with other appropriate staff may recommend an object for deaccessioning if no restrictions prohibit the removal of an object or material from the collection, and if one or more of the following criteria are met:

A. Criteria for Deaccessioning

1. The object, material, structure or landscape feature is not relevant or useful to the stated purposes of the HPD or is outside the Scope of Collections as stated above.
2. The object, material, structure or landscape feature has failed to retain its identity or authenticity, and has deteriorated beyond usefulness or practicable conservation.
3. The object, material, structure or landscape feature does not contribute to the period of significance as determined in the historic site Master plan.
4. The object or material has been lost or stolen and remains lost for longer than five inventories of the complete collection.
5. The object or material is determined to be a forgery or a fake.
6. The condition of an object, material, structure or landscape feature poses a threat (i.e., insect infestation) to the other objects, materials, structures or landscape features in the HPD collections.
7. The object or material duplicates other objects or materials in the collection.

8. The HPD lacks the resources to preserve the object properly.
9. Deaccession and disposal of the object, material, structure or landscape feature does not compromise the HPD's commitment to protect and preserve natural and cultural resources, to discourage illicit trade in such materials and to respect the special nature of human remains and funerary and sacred objects.
10. The object or material meets one or more of the above criteria and may be sold to make room and raise money for more appropriate accessions and better examples.

B. Types of Deaccessions

1. Occasional insignificant items:
Single items which do not relate to other items in the collection, which do not strengthen the collection, and do not have great value.
2. Major items:
Items of value (teaching, historical, monetary) which do not fit the mission of the collection but which may be significant to other institutions or the public.
3. A number of items:
Items which may or may not be related to each other, which may or may not have value, but which do not strengthen the collection.

C. Methods of Disposal (in order of preference and as appropriate for the object, material, structure or landscape feature)

1. Transfer object to HPD programs or other County programs as an educational consumable (prop)
3. Donation to another institution, which must be a not-for-profit institution or a State Political Subdivision
4. Disposal by means of the County's current Asset Disposal Policy of Prince William County Purchasing Regulations

** If an historic structure, non-historic structure or landscape feature is deemed to be noncontributing and is therefore determined to be demolished, HPD will document the structure using methods that may include photography, measured architectural drawings and other means deemed appropriate by the HPD Manager, the HPD Preservationist and the HPD Preservationist. HPD will retain a reference file on every demolished noncontributing structure and landscape feature.

Disposal of collections through sale, trade or research activities is solely for the advancement of HPD's mission. All proceeds realized from the sale of a deaccessioned object are placed in the HPD fund account specifically designated for acquisitions to or conservation of objects in the

Historic Artifact Collection. The Prince William BOCS must authorize the disbursement of funds for Collections Management purposes.

The HPD will not sell or act as a selling agent for any donor. If deemed necessary and appropriate, BOCS, the County Attorney, and the general public will be notified of the deaccession. A press release may be employed.

D. Record Keeping

When an item is removed permanently from the collection, it is deaccessioned in the collection records.

Section IV: Loans

Loans are temporary assignments of collection objects to or from HPD which do not involve a change of ownership and which are for stated purposes, such as exhibition or research. Cultural Landscapes, historic properties and archaeological sites may not be loaned. All loan activities shall be conducted in a manner that respects the protection and preservation of cultural resources. All loans extended to or from the HPD shall be for stated and specific periods of time. Note that Section II, Acquisitions, details the protocol for donating artifact material to Prince William County. All artifact collections must first be accessioned and curated by the Preservationist of (HPD). Any collection or items sought for display after donation must be processed first through HPD. Loans will only be sought and accepted for the purposes of immediate display. Loans to the HPD shall be appropriate to the Scope of Collections and shall be given the same level of care as provided to the HPD's own collections. Lenders must certify that they hold full and clear title to the objects or are the duly authorized agent of the owner.

The Preservationist monitors all loans and specifies conditions for their exhibition, interpretive use, protection and care. Any and all restrictions and specific conditions accompanying a loan to or from the HPD shall be so stated on the HPD's appropriate *Loan Agreement* form. Written approval of the HPD's appropriate loan agreement by the HPD Manager is required to finalize all loans.

Loans from the HPD will be made only to those institutions able to provide objects the proper care and protection required during transport and exhibition and through all phases of the loan period. Loans from the HPD shall be made only to other museums for educational, interpretive or research purposes.

Objects placed in the temporary custody of HPD are items that are not owned by the HPD but left temporarily on its premises. As a public service staff may attempt to attribute, identify or authenticate such objects brought to the HPD. All objects or materials left in the temporary custody of the HPD must be accompanied by a written receipt signed by the owner and by the Preservationist, the HPD Manager, a Historic Site Manager or a Historic Site Interpreter. All objects left in temporary custody of the HPD must immediately be turned over to the Preservationist for appropriate action. Such objects or materials may not be deposited with the HPD or remain on HPD premises longer than thirty days, unless mutually agreed upon in writing. HPD agrees to follow the Code of Virginia, chapter 11.2 of Title 55, sections 55-210.31 through 55-210.37, relating to title to property loaned to museums. See attached for copy of summary of the law.

A. Loan Policies

1. The Historic Preservation Division will loan objects from its collection to other museums and institutions for the purpose of exhibition and/or study. No outgoing loans will be made to private individuals.
2. Loan Duration:
Loans are categorized as temporary loans (usually for special exhibitions) or as long-term loans (two to five year loans). With few exceptions, outgoing loans will be made for less than two years, renewable once. Incoming loans are requested for immediate

exhibit only. Incoming long-term loans are discouraged, as HPD is obligated to provide care and security for the object(s). Furthermore, long-term loans are often difficult to resolve.

3. Loans are negotiated between the Preservationist and the appropriate representative of the lender. All outgoing loans and long-term incoming loans are to be referred to the Preservationist, subject to written acceptance or rejection by the HPD Manager.

B. Record Keeping

The management and record keeping of outgoing and incoming loans will be the responsibility of the Preservationist, unless otherwise noted.

Section V: Insurance

A loan of objects and/or documents is accepted only if the HPD budget permits. Acceptance of all loans is at the discretion of the HPD Manager. Before a loan is accepted, copies of all Loan Agreement forms must be sent to Prince William County's Risk Management Division for the purpose of tracking and/or adjusting insurance coverage and liability.

Any cultural landscape, historic property, archaeological site or collections storage facility that is managed and maintained by the HPD and any objects, archives and collections therein are insured by Prince William County's property insurance policy. Prince William County's Risk Management Division maintains a current list of all historic properties, archaeological sites and collections storage facilities for insurance purposes.

All acquisitions, objects and collections covered by a formal loan agreement with HPD shall be insured through Prince William County's property policy, unless specifically stated in writing as otherwise insured. All outgoing loans shall be insured by the borrower, unless specifically stated in writing as otherwise insured. Objects or materials left in the temporary custody of the HPD are not covered by Prince William County's property insurance policy. In such instances the owner will be informed of this situation and required to sign a waiver. All other HPD collections are insured through the Prince William County property policy.

The Historic Preservation Division shall make every attempt to maintain current fair market values for the objects in the Collections by assigning estimated values at the time of accession and by employing a certified appraiser to conduct reappraisals of items in the collection with a high monetary value every three to four years.

Section VI: Preservation of Cultural Landscapes, Historic Properties and Archaeological Sites

Cultural Landscapes, Historic Properties and Archaeological Sites are considered to be Collections that are preserved and managed by HPD. Policies governing the preservation, management, rehabilitation, maintenance, interpretation and programming of County-owned cultural landscapes, historic properties and archaeological sites that are managed by the HPD fall within the scope of the Historic Preservation Collections Management Policy.

A. Preservation of Cultural Landscapes

1. Landscape Management Standards

DPRT Maintenance staff conducts the majority of the landscape maintenance activities on County-owned cultural landscapes. The *Historic Preservation Division Landscaping Manual* (January 2009) documents the HPD's standards for managing turf, gardens, trees, and non-plant life contained within cultural landscapes.

2. Cultural Demonstrations

Cultural demonstrations that directly affect the Cultural Landscape include living history programs; replicated historic military encampments; weapons firing demonstrations; and battle re-enactments. This Policy defines, imposes restrictions upon or prohibits cultural demonstrations that impact cultural landscape features and degrade the archaeological integrity of County-owned Cultural Landscapes.

a) Living History Programs

The term "living history" refers to a method of interpreting the past through the use of a person or persons dressed in period clothing. The technique is usually enhanced by having the person or persons use period tools and engage in period activities. A "living historian" or "re-enactor" may portray a real or composite person from the past ("first-person" interpretation), or may present talks and presentations while dressed in period clothing but not assuming a character role ("third-person" interpretation). Living history programs may occur in and around historic structures and include animals and the use of reproduction objects.

Living history programs are permitted within cultural landscapes managed by the Historic Preservation only if each the following conditions are met:

- Living history programs and activities are pre-approved by HPD staff.
- Living history programs occur only within specifically designated area/s where cultural landscape features have been clearly identified and may be preserved.
- Visitors, HPD staff, historic artifacts, structures, archaeological sites, plants, animals or landscape features will not be negatively impacted or damaged.

- Living history program participants and activities are strictly monitored by HPD staff.

b) Replicated Historic Military Encampments

Small-scale to large-scale replicated historic military encampments can be an effective means to educate the public about a cultural landscape. Replicated historic military encampments may include tents, kitchen areas, fire pits, animals, and reproduction artillery pieces. Modern portable toilets and parking are also required.

Replicated historic military encampments are permitted within cultural landscapes managed by the Historic Preservation only if each the following conditions are met:

- All regulations regarding military encampments as documented in the manual, *Battle Reenactments: A Guide to the Development of Historic Weapons Programs* (HPD 2008) are strictly followed by encampment participants and HPD staff.
- Encampment programs and activities are pre-approved by HPD staff.
- Encampments occur only within specifically designated area/s where cultural landscape features have been clearly identified and may be preserved. Encampments are prohibited from being established in areas where historic encampment, battle or other known prehistoric and/or historic cultural activities occurred.
- Visitors, HPD staff, historic artifacts, structures, archaeological sites, plants, animals or landscape features will not be negatively impacted or damaged. Fire pits, post and flag pole holes; tent stakes and any other camp-related article that will disturb soils may only be placed in designated areas that have been established by HPD staff.
- Encampment program participants and activities are strictly monitored by HPD staff at all times.
- Encampment participants remove all litter and animal manure (if applicable) when the encampment program ends.
- Unauthorized weapons firing demonstrations are prohibited.

c) Weapons Firing Demonstrations

Controlled weapons firing demonstrations which feature reproduction artillery and small arms may be an effective tool to interpret historic battlefield tactics, weapons technology and military operations to the public. Weapons firing demonstrations will involve personnel trained in the safe use of the weapons used and reproduction guns and/or artillery pieces and related accoutrements. Weapons firing demonstrations may include animals and other replicated means of transportation.

Weapons firing demonstrations are permitted within cultural landscapes managed by the Historic Preservation only if each the following conditions are met:

- Encampment programs and activities are pre-approved by HPD staff.
- All standards and requirements documented in the manual, *Historic Weapons Safety Guidelines* are strictly followed by encampment participants and HPD staff.
- Demonstrations are confined to specifically designated geographic area/s where cultural landscape features have been clearly identified and may be preserved.
- Demonstrations are prohibited from occurring in areas where historic encampment, battle or other known prehistoric and/or historic cultural activities occurred.
- Visitors, HPD staff, historic artifacts, structures, archaeological sites, plants, animals or landscape features will not be negatively impacted or damaged. Fire pits, post and flag pole holes; tent stakes and any other demonstration-related article that will disturb soils may only be placed in designated areas that have been established by HPD staff.
- Weapons firing demonstration program participants and activities are strictly monitored by HPD staff at all times.
- Encampment participants remove all litter, reproduction items and demonstration debris (bullets, percussion caps, friction primers, buttons, cap box finials, roller buckles, etc.) and animal manure (if applicable) when the weapons firing demonstration program ends.
- Unauthorized weapons firing demonstrations are prohibited.

d) Battle Re-enactments

Battle Re-enactments and demonstrations of historic battle tactics that involve exchanges of fire between opposing lines, the taking of casualties, hand-to-hand combat, or any other form of simulated warfare are prohibited in all Cultural Landscapes managed by HPD.

- Battle re-enactments inevitably damage archaeological resources that are identified or remain to be identified on Historic Preservation Division-managed cultural landscapes. Costumed battle re-enactment participants unknowingly deposit reproduction military items (bullets, percussion caps, friction primers, buttons, cap box finials, roller buckles, etc.) that distort the archaeological record and impede archaeological investigations of prehistoric and historic resources. Replicated military activities occurring on locations of historic military features such as artillery positions, encampments, and firing lines can compromise the archaeological integrity of these locations.
- The safety risks to participants and visitors, and the damage to the cultural landscape

that occurs during such events are unacceptably high when seen in the light of the HPD's mandate to preserve and protect Prince William County's resources and values.

B. Preservation of Historic Properties

County-owned historic properties are considered to be collections that are managed by HPD. The regulation of the construction, maintenance and preservation of County-owned historic structures involve three levels of government. The Federal guidelines are the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, the State guidelines are specific to each historic site that has been placed under an historic easement. These are Rippon Lodge Historic Site, Brentsville Courthouse Historic Centre, Ben Lomond Historic Site, Bristoe Station Battlefield Heritage Park, and the Old Manassas Courthouse. The easements are held by the Virginia Department of Historic Resources. The County regulation pertaining to County-owned historic properties is the *Prince William County Design and Construction Standards Manual (DCSM)*.

1. Secretary of the Interior's Standards for Treatment of Historic Properties

The Secretary of the Interior is responsible for establishing standards for all national preservation programs and advising Federal agencies on the preservation of historic properties listed or eligible for listing on the National Register of Historic Places.

The *Standards for Treatment of Historic Properties* are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. They pertain to historic buildings of all materials, construction types, sizes, and occupancy, and encompass the exterior and the interior of historic buildings. They also encompass related landscape features and the building's site and environment as well as attached adjacent or related new construction.

The standards are explained below. These standards largely define how a property should be maintained in order to preserve its historical and architectural significance.

a) Standards for Preservation

Preservation requires retention of the greatest amount of historic fabric, along with the building's historic form, features, and detailing as they have evolved over time.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of technical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Standards:

- A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
- The historic character of a property will be retained and preserved. The placement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
- Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
- Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
- Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

b) Standards for Rehabilitation (most commonly used in Federal projects)

Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or new uses while retaining the building's historic character.

Rehabilitation is defined as the act or process of returning a property to a state of utility and of making possible a compatible use for a property through repair, alterations, and additions which makes possible an efficient contemporary use while preserving those portions or features which convey its historical, cultural, or architectural values.

Standards:

- A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

- Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

c) Standards for Restoration

Restoration allows for the depiction of a building at a particular time in its history by preserving materials from the period of significance and removing material from other periods.

Standards:

- A property will be used as it was historically or be given a new use which reflects the property's restoration period.
- Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
- Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

- Materials, features, spaces, and finishes that characterize other historical periods will be documented priority to their alteration or removal.
- Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
- Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
- Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
- Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- Archeological resources affected by the project will be protected and preserved in place. If such resources must be disturbed, mitigation measure will be undertaken.
- Designs that were never executed historically will not be constructed.

d) Standards for Reconstruction

Reconstruction establishes a limited framework for re-creating a vanished or non-surviving building with new materials, primarily for interpretive purposes.

Standards:

- Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
- Reconstruction of landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts, which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
- Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
- Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
- A reconstruction will be clearly identified as a contemporary re-creation.
- Designs that were never executed historically will not be constructed.

2. Historic Site Facility Inspection Checklist

Historic Preservation Site Managers complete a Historic Site Facility Inspection Checklist on a monthly schedule. Completed Checklists are submitted electronically to the Historic Preservation Division Building Operations Supervisor for review. Mothballed structures will be inspected on a bi-monthly basis.

C. Preservation of Archaeological Sites

Archaeological Sites that are located on County-owned historic properties are considered to be collections that are managed by HPD. HPD staff responsible for directing Division archaeological activities meets the Professional Qualification Standards for Archeology as defined in *Archeology and Historic Preservation: The Secretary of the Interior's Standards and Guidelines (As Amended and Annotated)*. All archaeology project planning, methodology, reporting and curation activities undertaken by HPD follow the Secretary of the Interior's Standards for Archeological Documentation as stated in *Archeology and Historic Preservation: The Secretary of the Interior's Standards and Guidelines (As Amended and Annotated)*.

Archeological documentation is a series of actions applied to properties of archeological interest. Documentation of such properties may occur at any or all levels of planning, identification, evaluation or treatment. The nature and level of documentation is dictated by each specific set of circumstances. Archeological documentation consists of activities such as archival research, observation and recording of above-ground remains, and observation (directly, through excavation, or indirectly, through remote sensing) of below-ground remains. Archeological documentation is employed for the purpose of gathering information on individual historic properties or groups of properties. It is guided by a framework of objectives and methods derived from the planning process, and makes use of previous planning decisions, such as those on evaluation of significance. Archeological documentation may be undertaken as an aid to various treatment activities, including research, interpretation, reconstruction, stabilization and data recovery when mitigating archeological losses resulting from construction.

The HPD also follows guidelines established by the Virginia Department of Historic Resources involving the identification, stewardship and use of Division-managed archaeological sites. HPD consults the Virginia Department of Historic Resources regarding Archaeology and Environmental Review; Archaeological Collections Management; Archaeological Site Registration; and Conducting Archaeological Investigations.

Section VII: References

Secretary of the Interior's Standards for Treatment of Historic Properties
<http://www.nps.gov/history/hps/TPS/standguide/>

Archeology and Historic Preservation: The Secretary of the Interior's Standards and Guidelines (As Amended and Annotated), Standards for Archeological Documentation
http://www.nps.gov/history/local-law/arch_stnds_7.htm

Archaeology at the Department of Historic Resources
http://www.dhr.virginia.gov/arch_DHR/archaeo_index.htm

Historic Preservation Division Landscaping Manual (January 2009)

Battle Reenactments: A Guide to the Development of Historic Weapons Programs (HPD 2008)

Prince William County Design and Construction Standards Manual (DCSM)

Prince William County Personnel Policy 11.5 A-C, effective date 04/12/2000