

**THE ROYAL AIR FORCE MUSEUM'S POLICY FOR COLLECTIONS DEVELOPMENT**

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**CONTENTS****Page no.**

1. Relationship to other relevant policies/plans of the Museum	2
2. History of the collections	4
3. An overview of current collections	4
4. Themes and priorities for collecting	8
5. Themes and priorities for rationalisation and disposal	10
6. Legal and ethical framework for acquisition and disposal of objects	11
7. Collecting policies of other museums	11
8. Archival holdings	11
9. Acquisition	11
10. Disposal	12
11. Documenting acquisition and disposal	16
12. Human remains	17
13. Biological and geological material	17
14. Archaeological material	17
15. Exceptions	17
16. Spoliation	17
17. The Repatriation and Restitution of objects and human remains	18

## **THE ROYAL AIR FORCE MUSEUM'S POLICY FOR COLLECTIONS DEVELOPMENT**

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**Name of museum:** Royal Air Force Museum

**Name of Board of Trustees:** Trustees of the Royal Air Force Museum

**Date on which this policy was approved by Board of Trustees:** 23 September 2019

**Policy review procedure:**

The Collections Development Policy will be published and reviewed biennially. The date when the policy is next due for review is noted at the start of the document.

**Date at which this policy is due for review:** September 2021

**Arts Council England will be notified of any changes to the Collections Development Policy and the implications of any such changes for the future of existing collections.**

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### **1. Relationship to other relevant policies/plans of the Museum**

1.1 In March 2019, the Trustees of the Royal Air Force Museum signed off a new Strategic Plan to 2030 for the Museum.

#### **Our vision for the next ten years**

Inspiring **everyone** with the RAF story - the people who shape it and its place in our lives

#### **Our purpose**

To share the story of the Royal Air Force, past, present and future – using the stories of its people and our collections in order to engage, inspire and encourage learning.

At the Royal Air Force Museum, our work and our behaviour is underpinned by six guiding values:

**INtegrity:** we are open, transparent and ethical

**Sharing:** we work as a team to ensure our collections and expertise are accessible to all

**Passion:** we care deeply about sharing our collections and their stories

**Innovation:** we tell our stories and develop our business with creativity and imagination

**Relevance:** we ensure our legacy by linking our histories with today and tomorrow

**Excellence:** we are professional and strive for excellence in all we do

We will achieve our vision and purpose through five strategic priorities that focus outwards with our collections at our heart.

- Inspiring innovative engagement, debate and reflection
- Inspiring our people within a dynamic, diverse and collaborative culture
- Embedding an entrepreneurial, agile and sustainable approach
- Leading the way with brilliant basics
- Connecting with communities and partners.

1.2 As part of the Museum's suite of strategies and policies, the Board signed off a Collections Development Strategy (CDS) in March 2016, running to 2021. This Policy supports the delivery of that strategy.

1.3 The CDS includes details of the Museum's Collection Review which began in 2014. The Review is designed to focus the collections to be relevant to our Purpose, to share the story of the RAF, through acquisition and disposal.

1.4 The Board of Trustees will ensure that both acquisitions and disposals are carried out openly and with transparency.

1.5 By definition, the Museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The Board of Trustees therefore embraces the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any objects from the Museum's collection.

1.6 Acquisitions outside the stated policy will only be made in exceptional circumstances.

1.7 The Museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.8 The Museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the Board of Trustees or responsible officer is satisfied that the Museum can acquire a valid title to the object in question.

1.9 The Museum will not undertake disposal motivated principally by financial reasons.

1.10 The Museum only insures objects on inward loan, at present through commercial insurance.

## 2. History of the collections

The Museum was formally established under a Deed of Trust in 1965 and opened to the public on 15 November 1972.

Little control was exercised over the quantity or quality of material accepted into the collections between 1965 and 1986. This was due to:

- Enthusiasm to build the Museum’s collection from scratch
- A huge public response to the creation of the Museum leading to vastly more material being offered than the staff had capacity to appraise
- Acceptance of material in preference to risking giving offence
- Accepting poor examples as insurance against better ones never being offered.

This resulted in several undesirable effects, primarily:

- Continued acceptance of duplicated material
- Accrual of surplus objects because the Museum lacked a policy or procedure enabling their disposal
- A growing body of objects in need of identification and assessment.

A more restrained collecting policy began to operate in 1986, although its parameters were not formally recorded. In 1994 a formal, general collection and disposal policy was compiled, but it was not actively applied until 1997 with the introduction of the Museum’s formal Collecting Statement.

The Museum’s Inventory Project to record every object within our collections began in 1998 and informed collecting decisions as it went along. This can be viewed as the beginning of conscious and conscientious collecting at the Museum.

## 3. An overview of current collections at April 2019

Collection Department	Objects*
Aircraft & Exhibits	55,000
Archives	665,000
Film & Sound	16,000
Fine Art	7,000
Library	206,000
Photographs	356,000
<b>TOTAL</b>	<b>1,305,000</b>

*\* includes Permanent (accessioned), Inward Loans and Support (interpretive, surrogate, handling) collections*

### 3.1 Definitions

The Museum currently distinguishes between different statuses of object. As part of the Museum's Collections Development Strategy 2016-2021 and associated programmes, notably Collections Review, these classes are being reappraised and restructured to meet the Museum's Strategic Objectives.

#### Permanent

3.1.1 The Permanent Collection consists of accessioned objects owned and preserved by the Museum in perpetuity for long-term public access, engagement and research.

3.1.2 **Accessioned** objects are those that have been formally acquired and accepted into the Permanent Collection. They are documented in accordance with SPECTRUM Primary Procedures on the Museum's Collections Management System (CMS).

#### Inward Loans

3.1.3 **Inward loans** are managed by the Collections team and recorded on Collections Management forms and the CMS for administrative purposes. Due to their status they require the same level of management and care as accessioned (Permanent) objects.

#### Support

3.1.4 The Support Collection consists of objects held to support public access, engagement and research through additional interpretation and wider context. This includes:

3.1.5 **Interpretive** objects are managed by the Collections team in conjunction with the Head of Exhibitions & Interpretation and are currently recorded on the CMS for administrative purposes. They are contextual objects of low RAF relevance or duplicate RAF objects that are used to interpret the RAF story within a wider context (e.g. Air Raid Precautions objects in a Battle of Britain showcase) or through more open physical access (e.g. touch objects on open display).

3.1.6 **Surrogate** objects are managed by the Collections team. Some are recorded on the CMS while others are recorded in departmental files. Surrogates are analogue or digital copies of or substitutes for objects already held in the Museum's Permanent Collection or temporarily deposited for the purpose of copying. They are produced in order to preserve original material and provide more effective means of accessing collections.

3.1.7 **Handling** objects are managed by the Access and Learning (A&L) teams using departmental forms to document acquisition and a spreadsheet to catalogue and account for the objects. They consist of surrogate (replica) or duplicate original objects used in A&L handling sessions and sometimes worn by members of the public (e.g. uniforms and flying clothing). While every effort is made to maintain and preserve the material, it is expected that these objects may degrade over time and eventually, in some instances, become irreparable and disposed of.

## **Deposits**

3.1.8 The Museum holds many objects which it does not hold title to and which do not fall under the above statuses:

3.1.9 **Long-term** deposited objects (also known as un-accessioned objects) represent two thirds of the accumulated objects held by the Museum. The majority are aircraft technical drawings and library objects held. They include objects deposited in the long-term care of the Museum which have yet to be assigned a status, catalogued or passed through the Collections Review process. In the past many objects were deposited with little or no corresponding entry documentation or formal acknowledgement of receipt. The bulk of these objects have now been inventoried and allocated temporary T-numbers, often at group or batch level. Due to their uncertain status, provenance and documentation they require the same level of management and care as accessioned (Permanent) objects.

3.1.10 **Short-term** deposited objects are, when newly arrived on premises, recorded through entry forms (as potential new acquisitions). Due to their uncertain status they require the same level of management and care as accessioned (Permanent) objects.

## **3.2 Overview of Permanent Collection**

3.2.1 The Museum operates from two public sites, Colindale in North West London and Cosford in the West Midlands. The Museum also has collection stores on MOD premises at Stafford and Cosford.

3.2.2 The Permanent Collection includes aircraft, personal equipment, uniforms, medals, film, photographs, fine art, publications and archive documents. In order to explain the full history of the service, these date from before the formation of the Royal Flying Corps in 1912 to the present day.

3.2.3 The Museum's Permanent Collection is acquired, stored and documented by specialist curators at the three sites detailed in 3.2.1 above. The following is an outline of the Permanent Collection material held by each department:

### **Aircraft and Exhibits**

3.2.4 The A&E collection is dominated by aircraft-related material, such as airframe components and internal equipment (over 40,000 objects, including 233 complete airframes) and clothing (over 20,000 objects). Other notable sections include commemorative objects (3,500), medals (3,000) and survival equipment (3,000).

3.2.5 The majority of the collection relates to the RAF's first 50 years. Since 1965 material has largely been collected on a type basis with proactive collecting limited to a relatively small number of specific purchases for exhibition. Objects relating to specific people and people stories are therefore limited and generally relate to senior RAF officers.

3.2.6 Since 2016 the Museum has actively developed a contemporary collecting focus to support the development of new exhibitions and as part of its Strategic Plan 2019-30 to reflect the diverse and whole history of the Royal Air Force.

### **Archives**

3.2.7 The Museum is an approved Place of Deposit. Papers forming the Archive collection have been gathered from 1965 onwards with active collecting taking place since 1970. It incorporates drawings and technical papers (300,000), personal papers (200,000) and administrative records for the RAF Museum.

3.2.8 The strength of the current collection lies with the material relating to the First and Second World War. The Inter-War period is reasonably represented but coverage of the Cold War era and the last few decades is weak. A major strength of the collection overall is the personal papers of those who have served. This material includes objects relating to men and women of all ranks serving in numerous theatres.

3.2.9 The material relating to the aerospace industry is one of the largest outside of the industry itself. The Archive also includes material which complements and supports objects held within the other Museum collections.

### **Film and Sound**

3.2.10 The collection includes official RAF and Air Ministry training films, documentaries, amateur material shot by RAF personnel, films documenting trials of aircraft, weapons and other equipment and unedited footage from a variety of producers, including the RAF and MOD film units.

3.2.11 The collection also includes a growing number of oral history recordings, documenting the memories and experiences of RAF personnel from the First World War to recent operations in Libya and Afghanistan. Areas already covered in this way include Cold War air defence, with emphasis on operations by Lightning and Phantom aircraft as well as transport flights by the RAF Lockheed Hercules fleet.

3.2.12 Particular strengths of the collection include Second World War training and documentary films, footage produced by manufacturers during the 1940s and 1950s and material relating to the Cold War in Europe.

### **Fine Art**

3.2.13 The art collection consists mainly of paintings (over 2,100), drawings (2,400), posters (1,600) and smaller number of sculpture (90) and ceramic (4) works. It incorporates the Air Ministry War Artists Collection (around 300 pieces).

3.2.14 The collection is an illustrative tool which reflects many aspects of the service, its people, operational methodologies, noteworthy events and many other facets which cannot easily be put across by using other forms of museum object. It also provides a view of the RAF in colour, which photography cannot match in any quantity until the mid-1950s.

3.2.15 Since the mid-1990s a policy of acquiring works which were painted at or close to the time during which particular aircraft were in service has been pursued. The collection is largely illustrative and narrative in its intention and is not intended to demonstrate styles of art or schools of artistic thinking or fashion.

### **Library**

3.2.16 The collection consists of RAF publications used for operational, training, public relations or recreational purposes, commercial publications about RAF history, units, stations, equipment and personnel. These include large collections of books and periodicals (over 76,000), technical publications (70,000), maps and charts (13,000).

3.2.17 The collection is a valuable source for supporting the Museum's internal research activities, answering public enquiries and aids research into the history of the RAF.

### **Photographs**

3.2.18 The collection primarily comprises photographs covering the first 50 years of the RAF's existence. Most of the collection is made up of small collections from individuals, usually former service personnel or their families. There are a number of large collections, however, including Charles E. Brown (photographer), British Aerospace, Kingston (aircraft manufacturer) and Jack Bruce (aviation historian).

3.2.19 The collection is used to provide images for Museum exhibitions and commercial publications, in addition to aiding internal research and answering public enquiries.

3.2.20 The Museum obtains images from all possible sources, including aerospace companies and other service providers working with the Royal Air Force. In certain circumstances material unsuitable for the Permanent Collection will be acquired for the Interpretative Collection, supporting exhibitions and other forms of interpretation.

## **4. Themes and priorities for collecting**

4.1 The Museum's collecting aims are:

- a) to ensure the continuing development of the Permanent and Handling collections for the purpose of providing relevant and up-to-date coverage in accordance with the Museum's stated Vision and Purpose
- b) to support exhibitions at both public sites and online

- c) to provide objects for close-up visual and tactile exploration by visitors
- d) to provide access to primary evidence and key secondary sources. For example, for research, online access, licensing, publishing and broadcasting.

4.2 The overarching priority will be the collection of material that supports the Museum's Purpose, to share the RAF story. The priorities for proactive collecting will focus on the following areas, which have been identified as significant gaps in the Permanent Collection:

- a) Personal – material, including diaries, letters and mementoes relating to service life in the RAF
- b) Cultural – material relating to the Royal Air Force's ethos, values, spirit and character
- c) Diverse – objects of social, cultural and material diversity, relating to a wider range of military purposes and personal roles
- d) Contemporary – material relating to current and recent RAF personnel and activities, with a specific focus on meeting exhibit, graphic and audio-visual content priorities
- e) Born-Digital – material that originates in digital form. Born-digital material relating to the RAF story, with a specific focus on meeting content priorities for the 'Future' chapter of the Museum's Interpretation Strategy
- f) Local – material relating to service life and activities at RAF Cosford and RAF Hendon.

4.3 The Museum will avoid collecting:

- a) Duplicates – duplicates of material already held unless they (a) are for a defined, justified and approved purpose, such as research, interpretive, handling, or surrogate use or (b) have greater provenance and associated collections that tell a wider or different story
- b) Copies – copies of material already made publicly accessible by other bodies
- c) Hazardous material – notably objects containing asbestos, radium (in many instrument dials), compressed gas, cellulose nitrate film (unless for the purpose of copying to a safe format), Polychlorinated Biphenols (PCBs) or controlled drugs. Where asbestos, radium, PCBs or gas canisters form part of an aircraft or other large object a risk assessment will be undertaken and a decision made on the Museum's ability to manage the acquisition and mitigate the risk
- d)

- e) Objects in poor condition – material in a poor state of preservation, unless notably significant or unique
- f) Resource-dependent objects – material likely to adversely impact on the management of existing collections. For example, large objects or large collections of poorly preserved, duplicate or like-material for which the Museum does not have sufficient resource or capacity to manage long-term care, storage, development, digitisation, exhibition and other public access.

4.4 Work is undertaken to communicate the message that we want to collect material relating to all current service personnel and veterans including their still and moving images, and any diaries, memoirs, letters, emails and personal objects relevant to their RAF story as soon as they are ready to share them.

## **5. Themes and priorities for rationalisation and disposal**

5.1 The principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more relevant, usable, well managed collection.

5.2 The procedures used meet professional standards. The process is documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

5.3 As part of its Strategic Plan the Museum is undertaking a review of the Collection. This process began in July 2014 with a review of the Aircraft collection. The guiding principles of the review are articulated in the Collections Review Policy (RAFM/DCM/2/6/29/1).

5.4 The Royal Air Force Museum Board of Trustees accepts the principle that, except for sound curatorial reasons, there is a strong presumption against the disposal of any objects in the Museum's collection. However, rationalisation and disposal will be considered as a course of action in the following cases:

- a) to remove material that does not tell or support the telling of the RAF story
- b) to eliminate unnecessary duplication of objects in the Permanent Collection
- c) to re-classify objects to the most appropriate collection: Permanent or Support
- d) to remove from the Collection any object whose condition has become such that it is no longer a viable constituent of the Collection
- e) to remove from the collection any object which is irrelevant to Royal Air Force Museum collecting policies.

## **6. Legal and ethical framework for acquisition and disposal of objects**

6.1 The Museum recognises its responsibility to work within the parameters of the Museums Association Code of Ethics and Disposals Toolkit when considering acquisition and disposal.

## **7. Collecting policies of other museums**

7.1 The Museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museums:

- Science Museum Group
- Imperial War Museums
- National Army Museum
- National Museum of the Royal Navy
- Museum of Army Flying
- The National Archives

## **8. Archival holdings (for details please refer to section 3.2)**

8.1 The Museum is approved by The National Archives as a Place of Deposit. As the Museum holds archives, including photographs and printed ephemera, it aims to meet the standard defining good practice through the Archive Service Accreditation scheme administered by The National Archives and will seek to achieve Accredited Archive Service status.

## **9. Acquisition**

9.1 Acquisition decisions will be authorised in writing by the Museum's Collections Development Committee <sup>1</sup>.

9.2 The policy for agreeing acquisitions is:

Following due consideration of long-term costs associated with preserving the object authorisation for the acquisition of an object, by whatever means, will be given as follows:

- a) For an object valued up to £4,999, approval by any Curator up to the threshold delegated by the Head of Collections within the agreed annual acquisitions budget

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<sup>1</sup> The Collections Development Committee is made up of the Director of Content and Programmes, Head of Collections, Head of Collections Services, Archive, Library and Research Manager, Collections Storage Manager and the Museum Registrar.

- b) For an object whose value lies between £5,000 and £24,999, via Head of Collections within the agreed annual acquisitions budget
- c) For an object whose value lies between £25,000 and £249,999, via Director of Content and Programmes within the agreed annual acquisitions budget
- d) For an object whose value lies between £250,000 and £499,999, via Chief Executive
- e) For an object whose value lies at £500,000 or more, via the Board of Trustees
- f) Any novel or contentious object, regardless of value, will be referred to the Board of Trustees for their approval and/or advice.

Any member of staff mentioned above with approval status shall be a permanent appointment.

9.3 The Museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom.)

9.4 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from 1 November 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the Museum will reject any objects that have been illicitly traded. The Board of Trustees will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

9.5 In some cases where title cannot be obtained, for example anonymous donations or due to a lack of response from a written request to sign a Transfer of Title form, the Museum may still acquire the object but it will be clearly noted on the catalogue record that title has not been secured. In addition, a record will be retained of all attempts made to contact depositors (e.g. correspondence, telephone calls).

## **10. Disposal**

10.1 Disposal decisions will be authorised in writing by the Museum's Collections Development Committee.

10.2 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.

10.3 The Museum will confirm that it is legally free to dispose of an object and agreements on disposal made with donors will be taken into account. The Museum may consider the disposal of

material to which it cannot prove title only after thorough consultation and with the approval of the Collections Development Committee. Advice will be sought from the Museums Association or other sector bodies as appropriate.

10.4 When disposal of a Museum object is being considered, the Museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the object is disposed of by sale.

10.5 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or, as last resort, destruction.

10.6 The decision to dispose of material from the collections will be taken by the Museum only after full consideration of the reasons for disposal. Other factors including the public benefit, the implications for the Museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Museum will also be sought where appropriate. Any expert advice received will be recorded in the minutes of the Collections Development Committee.

10.7 A decision to dispose of an object, whether by gift, exchange, sale or destruction (in the case of an object too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the Collections Development Committee acting on the advice of professional curatorial staff and not of the curator or manager of the collection acting alone.

10.8 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain, unless it is to be destroyed due to its hazardous nature. It will, therefore, first be offered by gift directly to other UK Accredited museums likely to be interested in its acquisition. This will normally be through direct contact with relevant museums, a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal, on the Museum's website and/or in specialist publications and websites (if appropriate).

10.9 The announcement relating to gift will indicate the number and nature of objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other UK Accredited museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period the Museum will assess any expressions of interest, including its own requirements, such as internal transfer to the Support Collection.

10.10 If no expressions of interest have been received from UK Accredited museums, the Museum may consider disposing of the material to other interested individuals or organisations in the following order of precedence:

- a) Gift to an organisation within the UK public domain (e.g. university or college, heritage centre)
- b) Sale through open public auction or sealed bidding process
- c) Gift to a museum outside the UK
- d) Return to donor
- e) Recycling
- f) Destruction

10.11 In accordance with the Museums Association's Disposals Toolkit<sup>2</sup> any money raised as a result of disposal through sale will be applied solely and directly for the benefit of the museum's collection. Money raised will be invested in the long-term sustainability, use and development of the collection (for example, by creating or increasing an endowment, making new acquisitions or making a significant capital investment which will bring long-term benefit to the existing museum).

10.12 Full records will be kept of all decisions on disposals and the objects involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the objects concerned, including photographic records where practicable in accordance with SPECTRUM<sup>3</sup> Procedure on de-accession and disposal.

10.13 Where objects recommended for disposal are subject to legal restrictions, such as those imposed by the Official Secrets Acts, Data Protection Acts, or privacy agreements, the Museum will only dispose of the objects to an organisation authorised by the relevant legislation to hold such material, with preference being given to Accredited museums where possible. If no suitable organisation can be found, and it is not possible to remove the restrictions (for example by requesting downgrading) then the material will be destroyed in accordance with the procedures detailed below.

10.14 In instances where the Museum transfers Permanent Collection material to the Support Collection, subject to satisfactory assessment and approval, it will ensure that this material is given adequate support to ensure its long-term utility, while recognising that handled and operated objects may, due to wear and tear, not be held in perpetuity.

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<sup>2</sup> Disposals Toolkit: Guidelines for Museums; © 2014 Museums Association - p. 19, para. 4

<sup>3</sup> SPECTRUM: The UK Museum Collections Management Standard; © 2017 v0.5 Collections Trust

## **Disposal by Exchange**

10.15 The nature of disposal by exchange means that the Museum will not necessarily be in a position to exchange the material with another Accredited museum. The Museum will, therefore, ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

10.15.1 In cases where the Museum wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 10.1-6 will apply.

10.15.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

10.15.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the Museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

10.15.4 Both the notification and announcement will provide information on the number and nature of the specimens or objects involved both in the Museum's collection and those intended to be acquired in exchange. A period of at least two months will be allowed for comments to be received. At the end of this period, the Museum will consider the comments before a final decision on the exchange is made.

## **Disposal by Destruction**

10.16 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

10.17 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

10.18 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.

10.19 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

10.20 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

## **Authorisation**

10.21 Authorisation for the disposal of an object is required through the Collections Development Committee as follows:

- a) For an object valued up to £24,999, via Head of Collections
- b) For an object whose value lies between £25,000 and £249,999, via Director of Content and Programmes
- c) For an object whose value lies between £250,000 and £499,999 via Chief Executive
- d) For an object whose value lies at £500,000 or more, via the Board of Trustees
- e) Any novel or contentious object, regardless of value, will be referred to the Board of Trustees for their approval and/or advice.

Any member of staff mentioned above with approval status shall be a permanent appointment.

## **11. Documenting acquisition and disposal**

11.1 Acquisition and disposal decisions will be confirmed in writing by the Collections Development Committee, where advice on potential acquisitions will also be given.

11.2 Extraordinary meetings of the Collections Development Committee may be called outside the usual schedule to discuss urgent or special cases.

11.3 Acquisitions and disposals will be reported to the Board of Trustees quarterly for information.

11.4 Full details of funds raised through disposal by sale of any objects from the Collection will be reported to the SLT, Board of Trustees and published in the annual accounts. The Museum Registrar will maintain an up to date list of disposals, including valuations.

11.5 Advice from the Museums Association Ethics Committee will be sought at the earliest opportunity regarding any disposals which may be contentious in the public domain and involve potential sales.

## **12. Human remains**

12.1 Where the Museum identifies human remains in its collection it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

12.2 The Museum holds, and may acquire, material from military crash sites. When considering the acquisition of such material the Museum will observe the requirement of paragraph 10.1 above, and also ensure that the material has been obtained with an appropriate licence according to the terms of the Protection of Military Remains Act 1986.

## **13. Biological and geological material**

13.1 So far as biological and geological material is concerned, the Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

## **14. Archaeological material**

14.1 The Museum will not seek to acquire any archaeological material.

## **15. Exceptions**

15.1 Any exceptions to the above collecting clauses will only be because the Museum is:

- a) acting as an externally approved repository of last resort for material of local (UK) origin
- b) acting with the permission of authorities with the requisite jurisdiction in the country of origin.

In these cases the Museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

## **16. Spoliation**

16.1 The Museum will use 'Spoliation of Works of Art during the Holocaust and World War II period: Statement of Principles and Proposed Actions', issued by the National Museum Directors' Conference in 1998, and report on them in accordance with the guidelines.

## **17. The Repatriation and Restitution of objects and human remains**

17.1 The Museum's Trustees, acting on the advice of the Museum's professional staff, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The Museum will take such decisions on a case by case basis within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 10.1-5 will be followed but the remaining procedures are not appropriate.

17.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

Any comments concerning the contents of this document are to be addressed to the Department of Collections Services:

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