



Birds Lane, Neatishead, Norwich, Norfolk NR12 8YB

Tel. 01692 631485

RAF AIR DEFENCE RADAR MUSEUM (ADRM)

DOCUMENTATION POLICY 2015

APPROVED: 4th July 2018

REVIEW DUE: August 2020

1 Introduction

1.1 The RAF Air Defence Radar Museum (ADRM) Documentation Policy will guide the Museum's work in the area of collections documentation. Documentation underpins all aspects of Museum activity. Recording collections information is key to the ADRM being accountable for the collections, their accessibility, management, research, care and use.

1.2 The aim of the Documentation Policy is to ensure that the Museum fulfils its responsibilities in relation to security, management, and access of collections

- Improve accountability for collections
- maintain at least minimum professional standards in documentation
- Extend access to collection information
- Strengthen the security of the collections

2 Ethics and Legislation

2.1 Collections information will be recorded in compliance with all legal requirements, including the Data Protection Act (1998) GDPR General Data Protection Regulation (2018) and the Freedom of Information Act (2000)

2.2 Collections information will be acquired, stored, managed, and used in compliance with the Museum Association's Code of Ethics for Museums and to SPECTRUM Standards.

3 Documentation Standards

3.1 ADRM is committed to following SPECTRUM, the UK Collections Management Standard, and to meeting the minimum standards for the SPECTRUM primary procedures in relation to:

- Object Entry
- Acquisition
- Location and Movement Control
- Cataloguing
- Object Exit
- Loans In
- Loans Out
- Retrospective Documentation



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4 Accountability

4.1 The Museums and Galleries Commission define that accountability principles for museums are such that a museum should know at any time exactly for what it is legally responsible (loans as well as permanent collections), and where each item is located.

5 Access to Collections Information

5.1 The ADRM is committed to providing as full and thorough access to the collection and its related information for the following users as current legislation and other constraints allow:

- ADRM Staff and Volunteers
- Researchers
- General Public

6 Security of Collections Information

6.1 The ADRM is committed to ensuring the physical security of collection records in its various documentation systems (paper based and digital) and the long-term preservation of these records, including a regular back-up of electronic data.

6.2 The ADRM holds several digital back-ups of all documentation and these are held both on and off site.

6.3 The ADRM holds a hard copy back up off site.

7 Keeping Records up to Date

7.1 The ADRM will carry out systematic and regular reviews of all records to ensure they are up to date and relevant.

7.2 The ADRM will carry out regular reviews of all systems and procedures to ensure that they are fit for purpose.