

(ATTACHMENT 1) MONTHLY REPORT, WITH POSSIBLE ACTION, ON ACTIVITIES WITHIN THE OFFICE OF ACCOUNTABILITY AND EFFICIENCY (OAE)

This item initiated by the Office of Accountability and Efficiency.

Current Project Updates

Inventory of district property of artistic, historic, or monetary value

1. Background

At the December 21, 2017 Board meeting, the Board adopted Resolution 1718R-003 by Directors Falk and Harris directing the Administration and the Office of Accountability and Efficiency to develop a comprehensive plan to conduct an inventory of district property of artistic, historic, or monetary value, with a report to be brought back to the Board in March 2018.

The Administration and Office of Accountability and Efficiency have been working together to develop this comprehensive plan and have created the following framework around which further planning and implementation will take place.

2. Update

Consistent with Board action, it is the purpose of this collaborative work to collect, preserve, document, care for, and make accessible to the public the District's continuing heritage by way of systematic collections management. Items of social, political, economic, industrial, agricultural, technological, and cultural significance may contribute to the understanding of the heritage of Milwaukee Public Schools and may be added to collections.

Framework for Development

The following framework has been developed to provide adequate scope, analysis of risk, and considerations of long-term implications associated with the purpose of this work.

Policy/Procedures

Policy will provide the authority and responsibilities for the long-term governance of District collections. The OAE and the Administration will work with the Office of Board Governance to develop policy and procedure. We have determined that the policy should provide guidance in the following areas:

1. Control of Collections

- a. Authority, Oversight, and Responsibilities
- b. Acquisitions/Accessions

- i. Found (District owned)
 - ii. Gifts
 - 1. Promised
 - 2. Partial
 - iii. Purchases
 - 1. Solicitation
 - 2. Commissioned
 - 3. Sponsored
 - iv. Bequests
 - v. Transfer and Exchange
 - vi. Intergovernmental
 - c. Conveyance of Ownership
 - d. Deaccessions
 - i. Criteria for removal
 - ii. Authority
 - iii. Types
 - 1. Destruction
 - 2. Transfer to other Institutions
 - 3. Sale of Accessioned objects
 - 4. Sale of Non-Accessioned objects
 - 5. GASB 34 reporting requirements
 - iv. Records of Deaccessions
 - e. Loans
 - i. Outgoing
 - ii. Incoming
- 2. Care of Collections
 - a. Records
 - b. Inventories
 - c. Display
 - d. Security
 - e. Conservation
 - f. Risk Management
 - g. Reports
 - h. Disaster Plan
 - i. Digital Archive
- 3. Access and Use
- 4. Public Protests

Conducting an Inventory

The following guidelines will direct the inventory and the decision-making that is to be conducted of District assets.

1. Defining the inventory record
 - a. Accession or unique inventory control number
 - b. Current location
 - c. Staff member confirming location
 - d. Date object is located
 - e. Brief condition assessment
 - f. Confirm dimensions
 - g. Storage needs assessment
 - h. Documentation of accessories (frames, mounts, etc.)
2. Inventory staff
 - a. Existing staff/Temporary Staff
 - b. Interns/Volunteers
 - c. Independent work or team based
 - d. Specialization or cross training across individuals or teams?
3. Logistics
 - a. Work and storage areas for inventorying
 - b. Dedicated space
 - c. Required equipment on-hand
 - d. Purchasing requirements and timelines
4. Collections Management System (CMS)
 - a. Existing asset management systems/New
 - b. Direct entry into system at inventory location or batch processing
 - c. Barcoding
 - d. System connectivity at collection sites
 - e. Reporting and auditing
5. Inventory Manual/Procedures
 - a. Documentation guidelines
 - b. Definitions and nomenclature
 - c. How-to steps and examples
6. Storage and Organization
 - a. Environmental Conditions
 - b. Room/Rack/Bin
 - c. Access and security