



National Galleries Scotland

Record Audit Policy

Version/Date

Senior Management Team: Collections approved this policy: 12th February 2014

Principles

NGS carries out regular, scheduled audits of the records relating to objects, object-parts and groups of objects in our care.

Each audit has specified objectives and terms of reference, and we carry out audits of the core collections management areas such as acquisitions, cataloguing, status, Government Indemnity (GIS) valuations, loans, locations, procurement, and risk evaluation.

Definitions

Record audit: The examination of all documentation and records related to an object to ensure the information is accurate, complete and standardised.

Physical audit: Inventory control checks: the physical examination of an object to verify its identity, condition and location.

Legislation and ethics

NGS carries out audits as part of our requirements of accountability to the Scottish Government and the National Audit Office.

Relevant statutory requirements and codes of ethics include:

- National Heritage Act 1980: Section 16 (as amended by the Museums and Galleries Act 1992)
- National Heritage (Scotland) Act 1985
- Part 6, Section 136 of the Tribunals, Courts and Enforcement Act 2007
- Museums Association: Code of Ethics for Museums 2008
- Code of Practice on Archives for Museums and Galleries, Third edition 2002
- ICOM Code of Ethics for Museums 2013

Standards

This policy is part of the Collections Management set of policies that form a requirement of PAS197 and Spectrum as part of the UK Museum Accreditation Scheme.

Control measures

NGS is committed to carrying out regular audits, either stand-alone or as part of the rolling programme, including: valuations, where available; or major movements associated with exhibitions, with building projects or with emergencies.



We hold all our records centrally and securely on an industry-standard database (MIMSY). Only authorised persons can maintain cataloguing records. We run regular MIMSY reports to check for consistency and standardisation. Additional record audits check that factual information about any object in our care is accurate, up-to-date and complete, and that it includes any retrospective documentation. Where possible the audit is witnessed or checked by a person other than those responsible for the object's record-keeping.

We review the audit reports to assess, plan and resolve any actions that are required, and to improve future collections management and care.

We may combine audit projects with other collections management reviews, for example valuations, photography, storage and/or environmental reviews, updating labelling. If it is deemed sufficient to check a sample selection of object records for a given audit, we select a different sample on subsequent audits.

Related policies

The following are related NGS policies:

- Acquisition Policy
- Inventory Control Policy
- Cataloguing Policy
- Location and Movement Control Policy
- Conservation and Care Policy
- Risk Management Policy
- Valuation Control Policy
- Physical Audit Policy
- Storage Management Policy
- Damage and Loss Policy
- De-accession and Disposal Policy
- Retrospective Documentation Policy
- Data Protection Policy