

San Francisco Day of the Dead Ritual Procession Archives Collections Policy

El Colectivo del Rescate Cultural

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Introduction

1.1 Mission and Statement of Purpose

El Colectivo Del Rescate Cultural (Rescue Culture Collective) is the organizing entity of the annual San Francisco Day of the Dead Ritual Procession. Since our founding, our guiding motto has been, "NUESTROS MUERTOS NO SE VENDEN" (Our Dead are Not for Sale). No city, state, federal, nor corporate-branding funding is accepted. This has been the case since our inception, in order to maintain our integrity of being a true grassroots organization, without being beholden to political or consumerist demands on our mission of producing an authentic Ritual Procession as closest to our Meso-American and Mexican roots.

The sole trustee of the collection is Juan Pablo Gutierrez, the Collector and curator of the archives. (Mr. Gutierrez will hereafter referred to as "the Collector.")

1.2 Professional Standards

In carrying out the activities stated above, the El Colectivo Del Rescate Cultural (hereafter referred to as "the archives") commits to taking great care to comply with all international guidelines as well as federal, state, and local laws. In exercising due diligence in research and provenance, the archives agrees to approach the topic of provenance and restitution with the appropriate gravity and accountability to the archive's public. The archives upholds all United States laws and international repatriation laws. To ensure transparency, the archives prioritizes acting with the ethical practices outlined within the United Nations Educational, Scientific and Cultural Organization (UNESCO) 1970 Convention, the Native American Graves Protection and Repatriation Act (NAGPRA), California Native American Graves Protection and Repatriation Act of 2001 (Cal NAGPRA); and any other applicable ethical and professional standards.

1.3 Description of Archives Content

The El Colectivo Del Rescate Cultural archives hold a permanent collection of archival materials, documentation, ephemera, and objects relating to the history, planning, and implementation of the San Francisco Day of the Dead Ritual Procession. Most records can be grouped into the following categories:

- Organizational documents including organizational systems, notes, community documents, and correspondence.
- Rare and unique books and manuscripts
- Ephemera related to the Ritual Procession
- Processional objects including processional poles, procession elements and supports (floats, art pieces, etc.), oils, incenses, and cultural objects.

1.4 Materials Not Collected

The archives does not collect:

- Materials "on deposit."

1.5 Guidelines Governing Selection

The archives collects records and objects relating to the San Francisco Day of the Dead Ritual Procession. These objects have long-term indefinite administrative, historical, or cultural value. These records are created or collected by Juan Pablo Gutierrez in his work of administering, planning, and managing the Ritual Procession and El Colectivo Del Rescate Cultural.

Acquisitions

2.1 Introduction

This collections policy refers to any object acquired by El Colectivo Del Rescate Cultural with the intention of accessioning to the archives. Objects and materials accessioned to the archive are to be for related use only and must be acquired with the intention of remaining in the permanent collection for at least five years. Objects that fall outside this definition are considered to be for unrelated use and do not fall within the scope of this collections policy.

2.2 Custodial Care

The archives will not accept any materials for custodial care.

Deselection/Withdrawal

3.1 Introduction

The relevance of materials in the archives may change over time. Periodic deselection may be done to identify items which no longer fit the collection criteria for inclusion, items that have degraded, or items which cannot be properly stored, used, and preserved.

3.2 Staff Approval Responsibilities

All works considered for deselection must be approved by the Collector.

3.3 Disposal Methods

If one or more criteria above are met, the archives may deaccession by one of the means below:

- Return to the donor or donor's heirs
- Transfer to the educational collection
- Donate to another repository
- Destroy

In all possible situations, the archive will dispose of works with ethical, legal, and environmental concerns at the forefront of all action, remaining acutely aware of the implications of such critical decisions on both the archive and similar institutions. The archive must comply with all local, state, federal, and international laws pertaining to the deaccession of objects.

Care of Collections

4.1 Introduction

As an archival institution, El Colectivo del Rescate Cultural has a legal and ethical duty to provide both prevention and conservation care for the objects under its purview. In so doing, the archives furthers its mission of _____, as well as providing viable resources for interested researchers and academics.

4.2 Staff Responsibility

All archival materials and objects must be handled only by those with the proper training to handle them appropriately. All archives volunteers and those employed in caring for the collections will be trained in appropriate handling techniques as per the appropriate procedures. No person will handle any objects unless cleared for handling or supervised by qualified persons. If special care or conservation is needed, the Collector is responsible for locating and engaging the appropriate person to undertake this care.

4.3 Preventative Care

An important aspect of the care of collections is taking preventative measures for an object's overall wellbeing. The archives will attempt implementing preventative measures for each object's conservation into both its exhibition and storage spaces whenever possible, as doing so will be helpful to the preservation of every object in the archives and will enable the archives to fulfill its duty of care more easily over time.

4.4 Preventative Storage Conditions

All materials will be stored in a facility designed or retrofitted for the preservation of the materials. The materials must be stored using archival storage equipment and containers. Each object will be stored using methods appropriate for its care.

4.5 Conservation

The archives understands that the objects in its collection are varied in nature, materials, and levels of deterioration. As such, the archives recognizes the following types of conservation scenarios that could apply to any object in its collections:

- Treatments necessitating minimal or existing resources.
- Treatments necessitating more extensive effort or outside contracting.

For all conservation treatments, the appropriate collections volunteers or contractors will develop an individualized plan for each object. In-house conservation treatments will be preferred over outside contracting. However, fulfilling ethical duty of care is top priority, and outside contracting will be considered in the cases where in-house conservation treatments do not fully address the object's preservation needs.

4.6 Collections Protocol

No eating, drinking, or smoking is allowed anywhere in the storage areas or in any other areas where collections are held or displayed by either a member of the public or of the archives

volunteers or contractors. Any member of the public who enters into the collections space must be accompanied by an appropriate Colectivo del Rescate Cultural representative at all times.

The Collector and archives volunteers/contractors must keep the storage area doors closed at all time to prevent dust and dirt from entering the storage area. The collections staff should monitor this area for any signs of deterioration or pests.

4.7 Volunteer Training Responsibility

El Colectivo del Rescate Cultural staff, in collaboration with other archives contractors, will train volunteers and interns in relevant practices to the tasks they will perform.

4.8 Conditions Reporting

Condition reports must be written when any type of material enters or leaves the archives, in the event of the archives' relocation, and periodically as appropriate to maintain objects' physical integrity.

4.9 Integrated Pest Management

An integrated pest management system will be put in place to prevent pest infiltration and deterioration to the collection materials. The collections staff will work in collaboration with other archives staff to make sure the system is enforced. The Collector, contractors, and volunteers are responsible for detecting and identifying pests.

El Colectivo del Rescate Cultural will comply with all local, state, and federal regulations regarding pest prevention and removal with special consideration for environmental concerns.

4.10 Inventory Procedures

Inventory procedures are to be written, reviewed, and regularly updated by the archives staff, with approval by the Collector. Procedure shall reflect best practices and industry standards. All contractors and volunteers are required to report missing objects to the Collector, who has the responsibility to report missing objects to the appropriate authorities. All objects in the archives must possess an unique, permanent accession number. All temporary objects must possess an unique, temporary number according to its status as a temporary object.

4.11 Documentation Procedures

The archives shall maintain accurate, up-to-date records on the identification, location and condition of all objects in the collection. All records created or received in the transaction of the archives' operation are the property of El Colectivo del Rescate Cultural and must not be dispersed or destroyed except in accordance with its record retention policy.

Documentation procedures are to be written, reviewed, and regularly updated with approval by the Collector. Documentation and filing shall reflect best practices and industry standards. The archives must document an object's legal status, including any provenance research documentation available. Records must be recorded and regularly maintained in the archives' collections management database. Any original paper files regarding the acquisition of objects, or other important or relevant documentation should also be retained.

Original paper files shall have a digital duplicate and a backup duplicate. All digital and hard-copy records are to be held in duplicate to protect against accidental loss or corruption. The Collector, contractors, and volunteers must utilize best practices in backing-up records and data.

4.12 Insurance

The Collector has the authority to choose and modify insurance policies. The Collector will dictate the resources to implement proper risk management. The archives staff is responsible for implementing the protection of collections.

4.13 Risk Management

Risk management is a shared responsibility within the archives and covers a broad spectrum of concerns including security and security systems, facilities maintenance, pest management, fire detection, and suppression systems, collection preservation, care, handling, storage, installation, packing, shipping, record keeping, inventory, access, and disaster planning.

4.14 Emergency Preparedness

The archives is responsible for protecting the objects in its collections against reasonably foreseen dangers. The archives must engage in the process of planning, practicing, and executing emergency plans, in accordance to guidelines set by the California Emergency Preparedness Office (EPO) and the San Francisco Department of Emergency Management. The archives staff is required to conduct periodic reviews of emergency preparedness. In the San Francisco area, “normally foreseeable” events include earthquakes, fire, storms, electrical power outages, and flooding.

Access to Collections

5.1 Introduction

As an educational institution devoted to our community and the public interest, El Colectivo del Rescate Cultural will strive to ensure reasonable accessibility to its objects, pertinent research materials, and physical archives spaces as best it can while also complying with federal, state, and local regulations. In all instances, including research facilitation, the archives will make the preservation of the object a priority in considering public access.

5.2 Internal Photography

The archives reserves the right to photograph, scan, or otherwise reproduce an image of any object in the custody of the museum for internal documentation and database needs.

5.3 Access to Objects

Researchers and other interested community members may request and schedule supervised access to archives with the Collector or an archives representative. An authorized representative must be present during the handling of documents by any non-staff person. Research requests will be evaluated in light of the researcher's purpose and credentials, at the discretion of the Collector. The archives will make every effort to provide access to an object's related documentation for interested researchers, so long as the object can physically withstand such handling.

In accordance with El Colectivo del Rescate Cultural's guiding motto, "NUESTROS MUERTOS NO SE VENDEN" (Our Dead are Not for Sale), the archives will not require a fee to access the collections.

5.4 Access to Internal Documents

The archives will not allow public access to internal documents, such as insurance records, as these documents contain information whose public dissemination would be unethical. Under no instance shall the archives conduct the monetary appraisal of an object. The archives will make private any document that could indicate an object's cost of insurance or market price.

5.5 Religious Sensitivity

Given the nature of its collections, El Colectivo del Rescate Cultural acknowledges that its collections and surrounding dialogue of specific objects may be of special concern to certain religious groups. At all times, the archives will attempt to act with the utmost religious sensitivity in mind. Should a religious group find offense in the archives' activities surrounding an important cultural object, the Collector and the archives will work with the affected religious group and seek to find a mutually agreeable course of action.

5.6 Staff Responsibility for Collections Interactions

All requests for access to should be directed to the Collector. For matters that pose serious threat to El Colectivo del Rescate Cultural's public image and/or legal reputation, the Collector will be notified of the issue.

5.7 Implementation and Policy Revision Schedule

This collections policy shall be reviewed by El Colectivo del Rescate Cultural and the Collector on a regular schedule, or in the event of any questions relating to its contents. It shall be revised as necessary during this regular review schedule.