

New Zealand Police Museum collection management policy

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Policy statement and principles

What

The New Zealand Police Museum (the Museum) is a designated repository for New Zealand Police evidential artefacts and Police cultural property, and as such is required to ensure public access to these records according to the [Official Information Act 1982](#), the [Privacy Act 2020](#) and the [Public Records Act 2005](#).

The Museum recognises that the collection serves a function for the wider community and that this function must be maintained.

Why

The Museum's primary collection objective is to encourage pride in, and appreciation and understanding of, New Zealand Police. The Museum assembles collections that fulfil this aim, e.g. artefacts that relate to New Zealand Police and their activities.

How

The Museum collection holds around 100,000 artefacts. The collection includes an array of New Zealand Police and Ministry of Transport (1968-1992) and Auckland City Council Traffic Department material as well as artefacts of national and international significance and recognition, including:

- case evidence
- weapons
- firearms
- medals
- uniforms and insignia
- Police equipment
- Police technology
- Police property
- Police vehicles
- photographs.

Overview

Purpose and scope

This chapter specifies the criteria and parameters for managing the New Zealand Police Museum's collection, including maintaining the collection and [deaccessioning](#) artefacts from it. It applies to:

- the New Zealand Police Museum staff
- donors to the New Zealand Police Museum Collection.

Key, critical points for Police to note:

- **Due to an ever-increasing backlog the New Zealand Police Museum will enforce a moratorium on the collection of Police cultural property until further notice. Significant criminal case evidence will still be collected.**
- For ethical reasons no human remains or human tissue samples are collected by the New Zealand Police Museum.
- New Zealand Police archive material is collected by Archives New Zealand and all official research and reproductions are directed to them.
- The New Zealand Police Commissioner owns the collection of the New Zealand Police Museum on behalf of New Zealand Police. Responsibility for management of the collection is delegated to the Director of the New Zealand Police Museum.
- The Museum will not take responsibility for any unsolicited artefacts that are anonymously left at the Museum. A record will be kept, and method of disposal noted.

Associated statutory obligations and legislation

The Museum acquires and manages artefacts in accordance with The Treaty of Waitangi (1840) and the following legislative requirements and statutory obligations (and all amendments to them):

- [Arms Act 1983](#)
- [Arms Regulations 1992](#)
- [Coroners Act 2006](#)
- [Crimes Act 1961](#)
- [Policing Act 2008](#)
- [Human Tissues Act 2008](#)
- [Evidence Act 2006](#)
- [Conservation Act 1987](#)
- [Copyright Act 1994](#)
- [Fisheries Act 1996](#)
- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)
- [Heritage New Zealand Pouhere Taonga Act 2014](#)
- [Land Transport Rule: Dangerous Goods Act 2005](#)
- [Marine Mammals Protection Act 1978](#)
- [Official Information Act 1982](#)
- [Privacy Act 2020](#)
- [Protected Objects Act 1975](#)
- [Public Records Act 2005](#)
- [Resource Management Act 1991](#)
- [International Council of Museums \(ICOM\) Code of Ethics 2004](#)
- [Mataatua Declaration of Rights of Indigenous Peoples 1993](#)
- [Museums Aotearoa Code of Ethics & Professional Practice 2013](#)
- [UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1972](#)
- [UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage 2003](#)
- [UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects 1995](#)

Related information and relevant forms

- [Crime Scene Examination](#) (Police Manual)
- [Media access to Police property or characters](#) (Police Manual)
- Police Instructions
- [Firearms Safety Code](#), Te Tare Pūreke Firearms Safety Authority, June 2023
- [Storage and Transportation of Firearms and Ammunition](#), Te Tare Pūreke Firearms Safety Authority, November 2022
- [Appendix 4: HAZMAT action guide](#)
- [Appendix 5: Item Receipt](#)
- [Appendix 6: Object Transfer](#)
- [Appendix 7: Deed of Gift](#)
- [Appendix 8: Condition Report](#)

Acquiring artefacts

Acquisition criteria

Artefacts acquired by the Museum must:

- have a full and valid title established by the donor
- have irrefutable provenance linking them to New Zealand Police and their activities
- comply with the definition of Significance as described in this policy
- be assessed by the Acquisitions Committee
- for evidentiary firearms, a directive to dispose of the firearm to the Museum from the Court or Officer in Charge of the Case.

District or Area Commanders must arrange for the Museum to receive complete evidence from significant cases that have completed the justice process, significance to be negotiated between O/C & Museum Director in accordance with this policy.

The Museum will not take responsibility for any unsolicited artefacts that are anonymously left at the Museum. A record will be kept, and method of disposal noted.

Until the Deed of Gift form has been signed and the artefact is in the possession of the Museum the artefact is considered to legally belong to the donor. Except where the item is Police Property (such as uniform) and remains the property of New Zealand Police, but has been in the possession of others, see [Object Transfer Form](#).

Special circumstances

Where special circumstances exist, the Museum's Acquisitions Committee approval must be given prior to acceptance.

If a large collection is being offered, then the majority of the collection must meet the acquisitions criteria as specified in this policy.

Acquisitions Committee

The Acquisitions Committee includes the New Zealand Police Museum's Director and Curator of Collections. A representative of the appropriate rūnanga must be consulted when taonga Māori are offered to the collection. Other experts may be consulted, as required.

The Acquisitions Committee will meet, as required, to assess:

- all artefacts offered to the collection from the preceding period,
- all additions to the collection, based on the [acquisition criteria](#), and
- the collection to be [deaccessioned](#).

Copyright

The Museum must:

- establish if copyright applies to any artefact considered for acquisition
- seek to obtain copyright or negotiate rights of use with the donor or vendor
- state any restrictions on copyright at the time of acquisition
- own copyright of all commissioned artefacts, unless otherwise negotiated.

Bequest of artefacts

Bequests must be treated in the same way as gifts. They do not have to be accepted into the Collection. An intention to bequeath object(s) or collections to the Museum should be negotiated with the Museum prior to establishment of the bequest. The Museum is not obliged to accept all items in a bequest and may decide to accept only those that are of significance.

Recording artefacts

Artefacts acquired by the Museum must be accompanied by as much information as possible on origin, provenance, identification, composition, manufacture, use, previous ownership and general history.

Artefacts acquired by the Museum must be fully documented to record transfer of title using the:

- [Item Receipt](#)
- [Deed of Gift](#)
- [Object Transfer Form](#)
- court directive
- purchase receipts
- copies of wills, and
- details of any conditions that may apply.

Recording arms items

A Dealer's Licence holder must keep dealer records and be able to report on the information to Te Tari Pūreke as required.

IMPORTANT for any new arms item record the following mandatory core fields in accordance with Regulation 7A of the Arms Regulations 1992:

Receipt firearm with details:	Also note:
Type	Is the firearm restricted ?
Make	Is the firearm prohibited ?
Model	Does the firearm have a
Calibre	prohibited magazine ?
Identification marking	Does firearm have a prohibited
Action Type	part ?
Magazine Capacity (rounds, for a firearm with a non-detachable magazine)	
If the item is a magazine, its type and capacity and, in the case of a prohibited magazine (whether detachable or non-detachable), its identification marking:	
if the item is a major firearm part, its identification marking	

Care

All artefacts within the Museum's collection, including loan material, must receive the highest possible standards of intellectual, cultural and physical care according to current and appropriate professional practice.

In the case of evidence/exhibits all care must be taken to ensure there is no change in the artefact. It must be preserved in exactly the same condition as when it came into the Museum Collection. The Museum must adhere to the procedures in the Police Manual for protecting the chain of evidence. Only preventive conservation may be applied, except in the instance of rendering firearms and ammunition inoperable, see [Chain of Evidence Principles](#) section.

Loans

Introduction

Artefacts from the collection may be borrowed from (outgoing loans) or lent to (incoming loans) on short- or long-term basis to the Museum. The purpose of loans includes collection management, conservation, exhibition, research, and education. Any loan must be accompanied by appropriate documentation.

Outgoing loans

For outgoing loans, the Museum must follow these criteria:

- All loans and loan extensions must be approved by the Director.
- The Museum should lend collection artefacts to other similar institutions, whenever feasible or appropriate. Loan requests from institutions not members of Museums Aotearoa and therefore not adherents to the MA Code of Ethics, are generally declined. Exceptions under special circumstances need to be approved by the Museum Director.
- On request from iwi, their taonga tuku iho should be given into the care of the kaitiaki as delegated by iwi.
- Artefacts from the Museum's collection must not be lent to private individuals or private/commercial institutions, except for the purposes of research and evaluation conservation, framing or digitisation. Conservation, framing and digitisation services must conform to approved levels of security and environmental control.
- Loan requests must be assessed according to the status of the borrower, the nature of the programme for which the loan is to be used, and the importance, value, cultural sensitivity, protection and conservation requirements of each collection artefact.
- The Museum should not lend collection artefacts that are currently being used or are scheduled to be used in the Museum's current and upcoming programme, except under very special circumstances.
- All loan requests should be made two months in advance, except under special circumstances which are approved by the Museum Director.
- All loans must be fully reported with conditions, documented and packed to accepted professional standards.
- All collection artefacts on loan from the Museum must be covered under the borrower's insurance for the duration of the loan including transit time.
- The borrower must meet the cost of packing, transport and insurance of the loan except under special circumstances.
- The borrower must agree in writing with the loan conditions as stated on the Loan Agreement form.
- The borrower must adhere to the loan conditions and notify the Museum if the conditions cannot be met. The loan may be withdrawn if the conditions are not being met.
- Permission from the Museum acquisitions committee must be sought for the loan of any long-term loan artefacts within the Museum's collection.
- No loan should exceed one year except under exceptional circumstances approved by the Museum Director.
- If a loan request is refused, the person or institution making the request should be informed of the reasons for the refusal.
- Taonga Māori must only be loaned with the approval of the kaitiaki.
- Firearms cared for on behalf of the Crown may be subject to long term outgoing loans to approved museums.

Incoming loans

To achieve its goals the Museum may wish to borrow artefacts from time to time for exhibition, education programmes, public programmes, conservation, and research. Artefacts may also come into the Museum on loan for identification and assessment for potential acquisition.

Artefacts borrowed by the Museum must be cared for to the same professional standards as a permanent collection.

All artefacts borrowed by the Museum must be documented with an Item Receipt form and where applicable a Loan Agreement form. The documentation must include details of the artefact and any conditions specified by the lender.

All borrowed artefacts will be held at the Museum at the lenders' risk.

Incoming short-term loans

Short-term loans should be for a period of less than 12 months, unless negotiated.

Artefacts borrowed by the Museum for exhibition or research (i.e. solicited artefacts) must be recorded in the condition report on

arrival and departure with the below exception. Copies of the condition reports should be forwarded to the lender.

Exception

Artefacts deposited with the Museum for identification and for assessment for acquisition purposes (i.e. unsolicited artefacts) should not be condition reported and will be at the Museum at the owners' risk.

Incoming long-term loans

Long-term loans are defined as being for an indefinite period exceeding 12 months.

The Museum does not accept artefacts on long-term loan, except when an artefact is required to complete an exhibition, or if the artefact is of significance to the New Zealand Police and is at risk of loss or damage.

The Museum may hold custody of artefacts deposited under the Protected Objects Act 1975, Amended 2006, and subsequent amendments, but which technically are Crown property.

Firearms

Outgoing Firearms

The New Zealand Police Museum will consider lending firearms (and other arms items) on a case-by-case basis.

Firearms (and other arms items) will only be loaned to an organisation that meets appropriate licence and security requirements.

Only non-evidence collection can be lent to an organisation outside of NZ Police.

Amnesty & Buy Back firearms (and other arms items) managed on behalf of the Crown by the Museum may be lent to approved museums who meet the required legal and security requirements.

Incoming Firearms

The New Zealand Police Museum will consider borrowing firearms (and other arms items) on a case-by-case basis. All borrowed arms items must be recorded in the dealer records held by the museum.

Access to the New Zealand Police Museum Collection

Access for research

People wanting to do research involving Museum collections must seek approval from the Museum Director. Refer [Appendix 2](#).

Once the proposal is approved, the applicant will be given access to the collection once a staff member has been designated to assist, and an appointment time confirmed.

Some restrictions may be placed on acquisitions information, i.e., because of donor request or to comply with legislation.

Access to the Armoury and arms items held by the Museum is only possible when under the direct supervision of a staff member who holds an appropriate firearms licence.

Access for filming/photography

A completed Filming/Photographing New Zealand Police Museum Collections application ([Appendix 3](#)) is required to publish material from the Museum collection.

Criteria regarding the use of the material and type of commercial operations must be met. The instructions in the [Media access to Police property or characters](#) chapter must be observed.

This application includes the requirement to acknowledge the Museum in all publications that use collection material.

Public access

Access by members of the public to collection artefacts not on display should be provided within the constraints of applications to research meeting the criteria, staff availability, access restrictions, the provision of adequate supervision and security, and procedural and ethical guidelines.

Access to storage areas

Collection storage areas are secure areas and may only be accessed by authorised Museum staff or other Police employees and volunteers who have gained permission from the Museum Director.

Access to the Armoury and arms items held by the Museum is only possible when under the direct supervision of a staff member who holds an appropriate firearms licence.

Also see Ethics, which covers access to human remains kōiwi tangata, human matter samples, case evidence and firearms.

Ethics

Museums' ethical principles

The Museum must operate at the highest standard of ethical behaviour in all its activities. It is mindful of the trust that is placed in it by New Zealand Police and the public.

The Museum recognises and adheres to the Museums Aotearoa Code of Ethics and Guide to Professional Practice [Publications](#) and the ICOM Code of Ethics for Museums.

The Museum is committed to the well-being and rights of victims, survivors, and their families, ensuring a victim-centric approach throughout our policies and practices.

Museum collecting practice

The Museum must respect the collecting areas of other institutions and will not compete for material within these other areas. Consultation and co-operation with fellow institutions must be part of the collecting procedure.

The Museum must be aware of the cultural protocols and practices required in its collecting activities and will thoroughly consult with the appropriate people and organisations.

The Museum must only acquire material that has been obtained in a legal and ethical way, consistent with New Zealand and international legislation and treaties that New Zealand is a signatory to.

Human remains kōiwi tangata (remains) or human matter samples (matter samples) principles

Human remains, including human tissue samples are not, and will not be collected by the Museum.

Case evidence principles

These principles must be followed:

- Before evidence is displayed Police Media and Communications DCE and the Police Legal Advisor must determine if the display will cause harm to the victims and/or the public.
- An application to view and/or research case evidence must be made to the Museum Director in writing. All access must be approved by the O/C Case and follow chain of evidence protocols.

Chain of evidence principles

These principles must be followed:

- The receipt, control, security, continuity and co-ordination of all exhibits and their subsequent movements and examinations. The chain must be accurately recorded for each exhibit.
- Records all individuals who have had custody/access to the exhibit and the integrity and storage of that exhibit must be recorded in the Collection Management system (Vernon).
- Any proposed interventions on the grounds of conservation, or rendering firearms and ammunition inoperable, must be approved by the Museum Director and the O/C Case:

Firearms & Ammunition

- If a firearm is evidence from a criminal case gain confirmation from the O/C Case that this firearm is unlikely to be recalled as evidence. To make an evidential firearm inoperable it is preferential to remove a part and store it separately. This must be well documented and is reversible if the firearm is required for evidential purposes.
- The Police Museum does not keep live ammunition.
- If ammunition is supplied as a related exhibit in a case, or as an example, approval must be sought from the O/C Case about deactivating the ammunition to render it inoperable but retain its appearance. Confirm that these interventions are appropriate in preserving the chain of evidence in the unlikely event that the item is recalled as evidence.
- Obtain a description of how the ammunition was deactivated.

Armoury principles

Arms items in the New Zealand Police Museum collection are stored in the museum's armoury. Arms items are stored in a manner that aligns to the standards for the storage of non-Police firearms in a Tier 1 Police premises outlined in the Non-Police Firearms Security Management Chapter of the Police Instructions.

These principles must be followed:

- Access to the museum's armoury is restricted to the Museum Director, Curator of Collections and designated Police personnel who hold a current Firearms Dealer's Licence with appropriate endorsements (Pistols, Prohibited Firearms, Prohibited Magazines, and Restricted Weapons).
- An application to view and/or research firearms must be made to the Museum Director in writing.

Hazardous Materials (HAZMAT)

"Hazards" in the context of museum collection care refers to materials in the collection which may pose a risk to the health of those working in the museum, or to visitors, or to the collection itself.

These include:

- Hazardous Materials (HAZMAT)
- Illicit substances and Pharmaceuticals
- Explosives and Incendiary Devices
- Materials that may expose staff and/or visitors to disturbing content (Psychological Hazards)

Responsibilities

NZPM policy is to protect staff, users of the collection, and the public, from adverse exposure to collection hazards by:

1. Identifying hazards within its collection.
2. Minimising the health and safety risks from use of the collection through safe work practices.
3. Notifying collection users of known or suspected hazards and safe work procedures to control risks.
4. Controlling risks to visitors in public programmes and exhibits.

Hazardous substances principles

These principles must be followed:

- All exhibits containing hazardous substances, seized by Police and used as evidence and subsequently collected by the Museum must be rendered safe by the subject experts.
- All exhibits that contained hazardous substances must be identified in the collection store with a HAZMAT sticker and stored in a HSNO approved cabinet.
- All exhibits that contained hazardous substances must have a HAZMAT Action Guide ([Appendix 4](#)) completed and attached.
- The Hazardous Materials and Pharmaceutical Substances SOP is followed.

Collections given to Police employees

Personal collections

New Zealand Police employees, Museum volunteers and members of the Museum's Acquisitions Committee must not personally acquire material in direct competition with the Museum. Employees and volunteers with private collections relating to their area of Museum responsibility:

- should inform the Director of any intention to acquire material relating to the Museum Collection and give the Museum first opportunity to acquire that material if so desired.
- must provide the Director with full details of that collection on appointment and maintain an up-to-date list to be presented to the Director if required.

Police employees and volunteers must not use their professional affiliations to the Museum to promote their personal collecting activities.

Trading in material for personal gain

Museum staff members, volunteers and members of the Museum's Acquisitions Committee must not deal in or commercially trade with material that the Museum collects for personal gain.

No Museum staff member or volunteer is allowed to obtain artefacts through the deaccession and disposal process, including through public sale.

Gifts

Any personal gifts presented to employees that are in the area of Museum collecting can be offered to the Museum and assessed by the Acquisitions Committee as any other material would be.

Valuations

Police employees must not give valuations for personal artefacts of heritage/art/cultural material for members of the public, governing body members, professional colleagues, or other Museum staff members.

They may assist in compiling valuations for Museum collection artefacts for insurance purposes only.

Repatriation

Introduction

Repatriation of each artefact is unique. It must be considered on its own merits but must be assessed according to these guidelines.

This Museum's repatriation policy and procedure protects the legal and professional authority of the Museum while enabling it to respond to the changing expectations of the people it serves.

The Museum recognises that indigenous peoples and their descendants have a legitimate interest in their cultural property. It also takes into account the moral/historical rights of claimants.

Factors to consider before repatriation

If an artefact is claimed to undergo repatriation, then the Museum must:

- establish clear and uncontested legal title to the artefact
- be aware of all its legal responsibilities towards the artefact
- base all decisions on:
 - expert judgments of cultural significance
 - its relationship to the donor or their descendants
 - present and potential use (research, education)
 - condition and acquisition history and circumstances
- give preference to repatriated material that can be housed with museum/archive institutions or in marae/community care rather than lodged with individual claimants
- have fully consulted with all interested parties before decision-making.

Consultation before repatriation

Once the Museum has considered all factors for a repatriation claim of an artefact, they must conduct a full consultation with:

- appropriate officials and/or experts
- people with a vested interest in the repatriation claim. These may include community or family members who are not claimants
- official representatives of claimants.

The purpose of this consultation is to assure that advice and information, supervision, sanctioning and monitoring of repatriated artefacts is ongoing and that repatriation does not compromise the future safety of any artefact.

Decisions on repatriation claims are made only when all aspects of claims and negotiations have been documented, ratified in writing by the Museum's governing body and confirmed by a Police Legal Advisor.

Deaccessioning

Introduction

By definition, a museum has a long-term purpose and must possess (or intend to acquire) permanent collections in relation to its stated objectives and Collection Management Policy. The New Zealand Police Museum acknowledges the principal that there is a strong presumption against the removal of any items in the Museum's collection. Part of the process for improving collections, is the review of existing collection holdings for their continued relevance to the Museum's goals and objectives.

Deaccessioning is a tool of collection management to refine and improve its collections. It must be done with care and only with reference to this policy and NZPM Deaccession & Disposal Procedure.

In accordance with the ICOM Code of Ethics for Museums, any artefact that has been deaccessioned must not be obtained directly by any New Zealand Police employee or volunteer.

Responsibilities

Deaccessioning and disposal of artefacts in the collection is the responsibility of the Museum's Acquisitions Committee, at the recommendation of the Museum Director.

Delegated staff must research and report on all artefacts recommended for deaccessioning to record their legal status and assess their relevance to the Collection. The final authority to deaccession rests with the Museum Director who is responsible for due diligence and analysis of research and opinions.

The Museum must:

- comply with all conditions of disposal, legal requirements or restrictions that may apply
- keep full and complete records of all decisions made, all artefacts deaccessioned and their method of disposal.

Note: These records must be filed in the Museum's permanent hard copy filing system and, on the Museum's, digital collection management system.

For transparency, notification of the intention to de-accession should be put into the public forum via the Museum's web pages.

Disposal of Items not Accessioned

In general, the Museum will not take responsibility for any unsolicited donations through the mail or in person. In the case of objects of extraordinary cultural or historical value, the Acquisitions Committee may approve their accession into the collection. Rejected objects will be returned to the donor, if known. Otherwise, the rejected objects will be considered abandoned, and the Museum may dispose of the object appropriately. All New Zealand Police items that are unsolicited and not required for the collection must be disposed of securely.

Income from deaccessioning

Deaccessioning must not be used for the purpose of generating income.

Any income gained from the sale of a deaccessioned artefact must be used exclusively for future collection acquisition, storage, and care.

Criteria for deaccessioning

Deaccessioning will only be considered when an object meets one or more of the following criteria:

- It is no longer appropriate to the Collection Management Policy and is no longer relevant to the aims of the Museum.
- It has been deemed to be more appropriate for another museum or institution.
- The object's condition is such that it cannot be displayed or used for research purposes.

- The item is in such poor condition that to keep it may threaten the physical welfare of other collection holdings, staff, or to the Museum building [i.e. through pest infestation or chemical hazard such as nitrate film]
- The item requires considerable conservation treatment or care that the museum is unable to provide.
- The object is found to be a fake, forgery, copy or it is known to have been collected in unethical or illegal ways [Note that this does not apply to the NZ Police Museum's Criminal Evidence Collection or items collected as reproductions].
- The object is an inferior quality, or a duplication of another object held in the collection.
- The object lacks strong provenance to New Zealand Police and does not sufficiently tell the museums own story or that of its - subject so as to warrant further care by the organisation.
- The item is deemed to be a biohazard or some other hazard.
- The item is live ammunition.
- When it is no longer appropriate to keep the item in the museum (for example, kōiwi tangata or human remains) and/or you need to facilitate the repatriation of an item according to the policy section on Repatriation in this policy.

Methods of disposal

Artefacts must be disposed of according to the best interest of the Museum, New Zealand Police, the public it serves and the trust placed in it by the communities it represents. Artefacts should be disposed of by gift, exchange, repatriation, sale, transfer, or destruction. Artefacts accepted for deaccessioning must be disposed of by one of the following methods:

- transferring the artefact to another public museum as a gift, exchange or sale
- offering the artefact to the original donor or their descendants
- transferring the artefact to the Museum's tactile/education collection
- offering the artefact for public or private sale
- destroying the artefact.

Police livery and insignia on artefacts must be removed if disposal is done through a private agency, including if it is returned to the original donor or their descendants. If it is retained (for example when transferred to another museum) this should be done with careful consideration and conditions outlined in the transfer agreement.

Destroying an artefact

The option to destroy an artefact must only be used when all other options have been investigated and determined to be unsuitable/inappropriate.

Disposal of Firearms

In the case of firearms, current Firearms Law and Regulation will govern any disposal process.

Only firearms that do not need an endorsement to possess and non-evidence collection can be disposed of to an organisation outside of NZ Police. These methods may include:

- Transfer to another Museum upon the approval of the Wellington District Arms Office.
- Auction or Sale with a registered Firearms Dealer upon the approval of the Wellington District Arms Office.
- Where appropriate, return to original lender or previous owner upon the approval of the Wellington District Arms Office.

For all other firearms:

- Transfer to a Police Armourer for destruction.

Disposal of Vehicles

- Transfer to another Museum upon the approval of the Acquisitions Committee.
- Public Auction or Sale with approval of the Acquisitions Committee and the removal of Police appointments.
- Return to original lender or previous owner upon the approval of the Acquisitions Committee and with the removal of all NZ Police appointments.
- Destruction, where a vehicle is deemed unsafe and unfit for repair.

Destruction of Objects in Evidence Collection

There is a strong aversion to the destruction of any items in the Museum's Evidence Collection. The destruction of case evidence must first be approved by the Museum Director and then permission must be sought from the National Manager National Criminal Investigations Group.

The destruction of case evidence must adhere to the Evidence Act 2006 and the principles outlined in the Police Instructions: Custody and disposal of exhibits.

Security and insurance

Security

Physical security measures to protect its collection, building, visitors and employees must be in place. Plans that enable timely and effective reactions to emergencies, evacuations and disasters must be maintained.

Building security

The security of the building is the responsibility of the Director of the Museum. The building must comply with warrant of fitness requirements. All employees, volunteers and trades people entering the building must report to the Director (or designee) when they enter and leave the building. Individual employees are responsible for their designated areas of building security on a daily basis.

Collection security

The security of the collection and exhibits is the responsibility of the Director. All Museum staff should contribute to security duties and security awareness at all times. Staff must maintain and update security systems including establishing and maintaining a securities register and security for collection artefacts.

Collection storage areas are designated secure areas and are accessible only to authorised staff. Researchers, trades people, etc. must be under the supervision of authorised staff.

Secure storage of arms items must meet the standards set in Regulations 8 and 8A, Arms Regulations 1992.

Staff must ensure that artefacts on display will be presented in such a way as to minimise risk of damage or theft.

Cultural security

Tikanga Māori protocols must be observed when taonga Māori are collected, stored, and exhibited. This will include ensuring taonga are handled with care and respect, away from food and toilets at all times.

Information security

Documents that are deemed valuable and essential tools for running the Museum, in both hard copy and electronic form, should be backed up regularly and stored off-site to ensure their safety.

Databases that are accessible to the public must have read-only capacity. Access to data entry and editing must be limited to delegated Museum staff only.

Insurance

The Museum does not insure individual artefacts in the collection. Any losses are covered by the Police insurance cover, See [Insurances](#).

Glossary

Term	Definition
Accession	The formal process used to accept an item permanently into the Collection.
Acquisition	When the legal title of an item is transferred, and the Museum becomes the owner.
Arms Item	Arms item as defined in section 2 of the Arms Act 1983 means any item of any of the following classes: firearms (including prohibited firearms); magazines (including prohibited magazines); parts (including prohibited parts); airguns; pistols; restricted weapons; and, pistol carbine conversion kits.
Bequest	Acquisition involving an individual transferring title of an item to the institution upon their death, through a will.
Chain of evidence	Instruction manual procedure used by Police to ensure that physical evidence (any tangible object) follows a systematic methodology that ensures the integrity of the evidence for use in a court of law.
Collecting - Active	This is pro-active collecting by gift, exchange, bequest or purchase whereby the Museum sets out to acquire a specific artefact for a specified purpose. Artefacts are actively collected when there are known gaps in the collection and when artefacts have significance to Police and New Zealand.
Collecting - Passive	This is opportunistic collecting by gift or bequest whereby the Museum accepts artefacts that are offered to it according to acquisitions criteria. Artefacts are passively collected when there are precedents in the collection and the artefact is donated.
Collection - Loan	<p>These are artefacts that have been lent to the Museum. From July 2011 only artefacts gifted without ownership restriction must be collected, therefore no artefact will be accepted on-loan to the Museum collection without a strong case being made in regard to:</p> <ul style="list-style-type: none"> - its research value - its exhibition value - the threat of losing an artefact of significance.
Collection - Museum	The totality of artefacts or groups of artefacts either owned or entrusted to the care of the New Zealand Police Museum.
Collection objectives	The Museum's primary purpose for collecting.
Collection - Permanent	<p>These are artefacts that are permanently in the care of the Museum. They may be obtained through gift, exchange, bequest, or purchase.</p> <p>They are owned by New Zealand Police and responsibility of care is with the New Zealand Police Museum Director.</p> <p>Artefacts in the permanent collection may be available for supervised access at the discretion of the Director and Curator of Collections.</p>
Collection - private	A group of items that have a common theme and may include items of significance. It should be noted that New Zealand Police items are owned by New Zealand Police and legally should not be in private hands (Policing Act 2008).
Collection scope	The Museum's primary emphasis for collecting.
Collection - Tactile/education	<p>These are artefacts that are available for supervised and unsupervised handling through the Museum's programmes, e.g. exhibitions and related events, education, research services.</p> <p>They may be donated or purchased or allocated on the recommendation of the Acquisition Committee, and may be accessioned material, de-accessioned material, reproductions, and artefacts specifically acquired for the tactile collection.</p>

Condition Report	Document that accompanies all Museum artefacts that are on-loan. It records the condition of the artefact so that any changes are noted as they occur.
Deaccessioning	The formal process of removal of an object from the collection register, catalogue or database.
Dealer Licence (museum)	A licence under the Arms Act 1983 that allows a director or curator of a bona fide museum to display a class of arms items.
Disposal	The physical removal of the object from the collection. Disposal of a collection item can only take place after the formal process of deaccessioning is completed.
Human matter samples	Samples taken from live subjects of body fluid (e.g. semen, saliva, blood, mucus, urine) and body tissue (e.g. skin, hair, organ tissue, bone teeth) collected by Police to provide evidence.
Human remains Kōiwi tangata	Any part of the post-mortem human body which is gathered by Police to provide evidence.
Preventive conservation	Environmental controls to prevent artefacts changing over time, e.g. constant temperature, humidity, low light levels, appropriate storage and mitigating contamination.
Provenance	The proven or documented place of origin, use, history, and ownership of an object. Artefacts that are accepted into the permanent collection must have irrefutable provenance that links them to New Zealand Police and their activities.
Repatriation	The return of cultural property in response to a claim by original owners or descendants of original owners in recognition of the property's significance to the claimants' cultural and societal heritage.
Significance	Criteria: <ul style="list-style-type: none"> - A benchmark example of change e.g. technological, procedural, intellectual; within New Zealand Police - High profile case - Case that results in the death or wounding of a Police Officer while on duty - Case has major ramifications for New Zealand social history.

Appendix 1: Definitions and scope of collection classifications

This table lists the classifications used for the collection, defines the classification, and gives the scope of the collection. (Note: An artefact may have more than one classification, e.g. a photograph may also be case evidence).

Classification	Definition	Scope of collection
Ammunition	Any deactivated device containing an explosive that is designed to be projected, launched, thrown, or placed on a target.	Used ammunition collected as evidence, deactivated bullets, and pellets as examples. Live ammunition is removed by a Police Arms Officer immediately and disposed of unless it has strong provenance, in which case it is deactivated. Collection is added to passively.
Artworks	Objects designed and created to serve an artistic or ornamental purpose. Includes medium in either 2D or 3D format that may have aesthetic or conceptual value.	Artworks depicting individuals in Police, vehicle models, cartoons about significant events involving police, carvings made for police or by individuals associated with police or justice system. Plaster and metal casts of police insignia for various purposes. Collection is added to passively.
Artillery	Any equipment used by armed police or specialist groups for the purpose of using artillery pieces.	Collection currently only has one piece, a cannon. Collection not added to.
Audio and Visual Equipment	Components, materials, and equipment relating to audio and visual electronic recording and transmitting.	Collection includes a variety of cameras used by police 1900s - current, slide projectors, video recorders, film reels and projectors, audio recorders and players. Collection is added to passively.
Audio Recording	All formats of sound information captured onto a storage medium such as magnetic tape, vinyl record, optical disc, or solid-state drive (SSD).	Collection consists of taped oral history interviews, music, and recordings used in police investigations. Collection added to actively through police oral history projects.
Badges	All forms of cloth and metal insignia or emblem used on police uniforms and clothing including accessories, to distinguish some form of identity.	Collection consists of badges and insignia from early policing groups and NZ Police. Collection is added to passively.
Case Evidence	Evidence gathered and presented in the case of any criminal offence as defined by the Crimes Act 1961 or significant event, accident, or natural disaster.	Collection consists of items from infamous and extraordinary crimes or examples of changes in crime solving techniques. Evidence includes weapons, clothing and footwear, documents, and personal possessions. Collection added to actively.

Clothing	Any garment worn as an item of clothing on a person. Not uniform or specialist clothing.	Collection consists of clothing created and worn by police members to commemorate an event such as signed recruit wing t-shirts or jerseys, sportswear, women in police, recruitment campaign clothing. Collection is added to passively.
Commemorative Item	Any artefact that has been produced to commemorate an event, period, place, or individuals.	A mixed collection of objects relating to anniversaries, farewells (for example police centennial), women in police, recruit wing reunions. Collection is added to passively.
Communication Technology	Mechanical devices used in communication, recording, and transmitting. Excludes AV equipment.	Collection includes typewriters, computers, radios, phones, written communication, and franking equipment. Added to actively during late 1990s, currently added to passively. Collection is added to passively.
Confiscated Item [see also Surrendered Items]	Any object confiscated by Police, excluding evidence. Not necessarily related to any crime.	Collection currently includes evidence exhibits, items of unprovenanced Police uniform and equipment, drug paraphernalia, offensive weapons and firearms surrendered to Police. Collection not added to.
Detection Technology	Items used in recording, detection, measuring or monitoring. Excludes AV equipment.	Collection includes speed detection and measuring equipment, alcohol sensors, crime scene kits, Identikit/Photofit, fingerprinting equipment. Collection is added to passively.
Digital	Content created digitally or electronically and without an analogue original or equivalent.	Collection includes photographs, documents, sound, and video, in digital format only. Collection is added to passively.
Documentation	Any document excluding Police publicity material or personal manuscript materials.	Collection is large and inconsistent. Plans and maps, newspaper clippings, reward posters, correspondence, reports, forms, instruction manuals, etc. Collection is added to passively.
Drug Paraphernalia	Equipment, product, or accessory intended for making, using, or concealing drugs.	Collection of user-specific products including pipes, smoking masks, bongs, preparation bowls, lamps/burners, roach clips. Manufacture artefacts include home bake kits and equipment, labware, scales, and concealment items. Collection is added to passively.

Education/Tactile	Items available for supervised and unsupervised handling through the museum's programmes.	Currently made up of uniforms, specialist clothing and personal support issue objects. Collection is added to passively.
External Agencies	Objects relating to agencies other than New Zealand Police.	Large collection of Ministry of Transport material including vehicles, uniform, films, training material, documents, and photographs. Auckland City Council Traffic Department archives of documents and photographs. Collection of international police uniform, model vehicles, plaques, artworks, souvenirs, ornaments, publications. Collection is added to passively.
Explosives and Incendiary Devices	Any substance manufactured to explode that does not require a parent device to launch it.	This collection is made of evidence from crimes, teaching examples and some objects requiring further research. Items of this nature found to date have been examined and deactivated. Collection is added to passively.
Firearms	The Arms Act 1983 defines a firearm as: “anything from which any shot, bullet, missile or other projectile can be discharged by force of explosive”. It includes anything that has been adapted or fo the time being is not capable of discharging projectile by force of explosive, but which by its completion or repair would be capable of doing so. The firearms collection includes all arms items .	Collection of approximately 350 firearms, police issue and criminal evidence. Some surrendered weapons and reproduction/replica. Firearm accessories including cases, holsters, silencers, magazines, scopes, and sights. Collection is added to actively.
First Aid and Medical Equipment	Any items relating to first aid services.	Small collection of first aid kits and first aid equipment such as bandages and stretchers. Also, some items of criminal evidence relating to drugs and abortion fall into this collection. Collection is added to passively.
Furniture	Moveable articles used within a room or building for living and working, such as tables, chairs, or desks.	Small collection of chairs, desks and communications desks used for policing activities. Collection is added to passively.
Gang Material	Artefacts related to criminal street gangs, outlaw motorcycle gangs (OMCGs), and organised crime groups.	Collection of various items related to New Zealand gangs, including insignia, vests, buckles, patches, and t-shirts. Collection is added to passively.
Honours and Awards	Includes any item awarded, rather than issued, to individuals for specific service, task or event.	Includes approximately 200 medals or medal sets, awards, commendations, sporting awards and trophies, certificates, and plaques. Collection is added to passively.

Horse Riding Equipment	Items used in conjunction with horses excluding vehicles.	<p>Small collection of equipment used with horses and related to the Police Mounted section, including riding crops, saddles, horseshoes, bits, blankets, clothing, footwear, and helmets.</p> <p>Collection is added to passively.</p>
Human Matter Sample	Samples taken from live subjects of body fluid and body tissue collected by Police as evidence.	Collection not added to.
Identification	<p>Any form of police identification excluding uniform.</p> <p>Badges include all forms of cloth and metal insignia or emblem used on police uniforms and clothing including accessories, to distinguish some form of identity.</p>	<p>Collection includes identification cards, rail passes, and numbers used on or with parts of the uniform. Includes badges and insignia from early policing groups and NZ Police.</p> <p>Collection is added to passively.</p>
Kōiwi Tangata Human Remains	Any part of the post-mortem human body which is gathered by Police to provide evidence. This includes partial, modified, cremated, embalmed, or mummified, bone, soft tissue, teeth, hair, and nails.	<p>Collection included skeletal remains, hair, teeth, and skin collected as evidence.</p> <p>The remains of 39 individuals were repatriated, the last in 2015.</p> <p>Collection is not added to.</p>
Loan	Artefact accepted into the Museum on loan for exhibition.	<p>Collection includes items on "permanent loan", "long term loan", and items held for "safe keeping". Largely comprised of uniform, medals and International Police related items.</p> <p>Only short term loans (12 months) will be accepted for exhibition unless the artefact is significant to the NZ Police or is at risk of loss or damage.</p>
Manuscript Materials	Unpublished personal documents, such as correspondence, journals, diaries, notebooks, speeches, and scrapbooks.	<p>Collection includes scrapbooks of an individual's career, memoirs, and notebooks.</p> <p>Collection is added to actively.</p>
Messing Equipment	Items and equipment relating to dining or food service in cells.	<p>Collection includes seating plans, menus, glasses (most of which commemorating special occasions), or food service in cells.</p> <p>Collection is added to passively.</p>
Personal Item and Adornments	Items and equipment for personal use. Not issued items; includes gratuities and presentations.	<p>Collection includes various items gifted to Police employees, such as fob watches, stationery, ornaments, plaques, books.</p> <p>Collection is added to passively.</p>
Personal Support Issue	Issued accoutrements, equipment only.	<p>Collection includes variety of handcuffs, whistles, lanterns, torches, ceremonial batons, and handbags.</p> <p>Collection is added to actively.</p>

Photographic Materials	Photographs, albums and materials.	<p>Large collection of photographs also includes negatives, glass plates and albums, scope of which is not fully known. Strengths are wing and course photographs 1980s, dog training, police group photos and portraits, police training, stations and buildings, traffic policing, forensic photographs.</p> <p>Collection is added to passively.</p>
Pictorial Material	Material conveying a visual image other than an artwork or photograph, includes postcards, posters, signs, and placards.	<p>Collection of police and MOT posters, safety and information campaign material, postcards of infamous crimes or events, reward notices, diagrams, calendars, protest signs, and training material.</p> <p>Collection is added to passively.</p>
Publicity Material	Published police publicity material.	<p>Includes publicity material based on the role of police for advertising or education, campaigns targeting crimes, recruiting and major events such as the Police Act Review.</p> <p>Collection is added to passively.</p>
Recreational Equipment	Recreational activities and associated items used while not engaged in work related activities.	<p>Scope of collection unknown, but includes items such as gaming consoles, playing cards, and sporting equipment.</p> <p>Collection is added to passively.</p>
Reference Library	Publications purchased or otherwise acquired to be used as references by museum staff. Denoted by accession number prefix RL.	<p>Not part of permanent collection but a tool for research.</p> <p>Collection is added to passively.</p>
Reference Material	<p>Publications and published materials.</p> <p>Duplicate publications and published materials such as newspaper clippings, info copied from original sources and stored in subject files or otherwise accumulated. Not part of Permanent Collection, or Reference Library Collection but reference material. No accession number needed.</p>	<p>Large numbers of publications such as reports manuals, gazettes, and magazines have been accumulated at the museum for assessment or research purposes.</p> <p>Historically actively collected, however only reference copies need to be kept at the museum, police related publications/Archive forwarded to Police Library or Police Records Management for Archiving.</p>
Restraint and Punishment Equipment	<p>Equipment used in the restraint or punishment of criminals.</p> <p>Excluding handcuffs (see Personal Support Issue).</p>	<p>Collection of straitjackets, hanging ropes and leg irons, primarily 19th century and early 20th century.</p> <p>Collection is added to passively.</p>
Safety Equipment	General implements used for protection in a wide range of occupations and for a variety of tasks. Not including police issue protective clothing and specialist protective equipment.	<p>Collection includes life jackets, and school patrol related equipment.</p> <p>Collection is added to passively.</p>

Specialist Clothing and Equipment	Not general issue uniform. Protective clothing used by specialist groups.	Collection includes AOS & STG protective clothing, motorcycling clothing, public order policing safety equipment and non-standard items of uniform such as RNZPC trainer's tunic, kapa haka group clothing, specialist group patches. Collection is added to actively.
Stationery	Materials for writing, typing, and general office work, such as paper, pens, and ink.	Collection includes writing implements (pens, pencils, and crayons), ink wells, stamps, and letterhead pages. Collection is added to passively.
Storage Equipment	Any item used for holding or buffering materials over a period, including for transport, such as bags, suitcases, and containers.	Small collection of bags, rucksacks, hat boxes, suitcases, and containers. Collection is added to passively.
Structural Elements	Buildings or their components, any structure parts, or pieces of temporary or permanent nature.	Collection includes street and building signage, Hastings Police Station, Taranaki Street Police Station gates and smaller fixtures such as bricks and light fittings. Collection is added to passively.
Surrendered Item [see also Confiscated Items]	Any object surrendered to Police, excluding evidence. Not necessarily related to any crime. Exhibits from crimes where criminal has been pardoned.	Collection currently includes court exhibits, items of unprovenanced police uniform and equipment, offensive weapons and firearms surrendered to police. Collection is added to passively.
Taonga Māori	Objects of cultural, social, and artistic significance to tangata whenua.	Collection includes whakairo gifted to police to mark special occasions and exhibitions, pounamu, and taiaha. Collection is added to passively.
Textile	Any fabric or woven cloth, raw material suitable for cloth.	Collection includes various fabric flags, banners, blankets, and miscellaneous pieces of cloth. Collection is added to passively.
Training and Education equipment	Miscellaneous, includes props used in Police training, and education and safety presentation materials and kits for use by Police in schools, etc.	Scope of this collection is not fully known but includes training props such as model vehicles, puppets and felt pictures. Numerous education kits on a variety of subjects including police dogs, the role of the police, traffic safety, drugs. Collection is added to passively.
Uniform	General issue clothing items worn by NZ Police officers, including accessories and headgear, general issue protective clothing and footwear.	Large collection of a variety of uniforms from all eras. Scope of this collection is not known. Recommend rationalisation of duplicates. Collection is added to actively.

Vehicle	All vehicles with two or more wheels, parts or whole and accessories.	<p>Collection has an example of a horse drawn buggy, bicycles, motorbikes, cars, vans, and a bus. Includes vehicle accessories such as lights and licence plates. The scope of the vehicular technology collection is not fully known as spare parts have historically been actively accumulated.</p> <p>Moratorium.</p>
Video Recording	All formats of moving images recorded onto a storage medium, which may include an accompanying soundtrack.	<p>Collection is mainly made up of road safety and education films, some evidential videos, and interviews. Videos and DVDs of various subjects have actively been accumulated as reference material. Collection is added to passively.</p>
Weapon	Police Issue protective weapons or evidential excluding firearms and artillery.	<p>Collection comprised of Police Issue weapons includes batons, ceremonial swords, OC Spray and Tasers, as well as accessories such as baton clips and holsters.</p> <p>Collection is added to actively.</p> <p>Large collection of criminal weapons, collected as training aids, evidential or surrendered. Includes various types of knives, batons, axes, swords, and tools that have been used as weapons, as well as homemade examples.</p> <p>Collection is added to passively.</p>

Appendix 2: New Zealand Police Research and Evaluation Proposal requirements

Research and evaluation proposals which involve artefacts from the New Zealand Police Museum collections must be included in your New Zealand Police Research Proposal requirements.

Email museum@police.govt.nz for any queries.

Appendix 3: Application to film/photograph the New Zealand Police Museum and/or its collections

Submit the Application to film or photograph the New Zealand Police Museum and/ or its collection

Requests to film/photograph collection and artefacts at the New Zealand Police Museum requires the following information to be supplied in writing. Please address all areas by number:

1 Background information

- 1.1 project title
- 1.2 project outline/brief - including all content, not just New Zealand Police content
- 1.3 project significance
- 1.4 names of project participants and contact details, address, phone, mobile and email. Please note Police security checks will be carried out
- 1.5 does this project have a Police sponsor?

2 Objectives

- 2.1 aims of the project
- 2.2 target audience
- 2.3 the forum identified to show the project
- 2.4 is this a commercial project?
- 2.5 what are all the proposed uses of the film/photograph?
- 2.6 What formats and languages will the project be available in?

3 Methodological information

- 3.1 design of the project
- 3.2 subjects and data involved
- 3.3 cultural appropriateness/sensitivity of the project
- 3.4 what equipment will the crew bring? Please include number and type of lighting and lux measurements

4 Images

- 4.1 who will have access to the images - e.g. public or private forum etc.
- 4.2 method for secure storage
- 4.3 if appropriate, how images will be securely transported or transmitted
- 4.4 method and date for secure destruction

5 Ethical considerations

- 5.1 informed consent
- 5.2 confidentiality. E.g. the protection of the identity of those featured (Privacy Act compliance)

6 Publication, presentation and use of results

- 6.1 an indication of dates to provide draft project to New Zealand Police Museum for comment (allow 2-3 weeks for Police feedback on draft)

7 New Zealand Police Museum involvement

- 7.1 detailed information on the co-operation sought from New Zealand Police Museum, which includes
 - access to exhibitions and collections held by the Museum
 - access to Police staff - location, role, number of staff, estimated timing requirements
 - any other potential impacts on Police.

8 Project timetable

9 Costs/funding

- 9.1 who is providing funding for this project?
- 9.2 who are the project sponsors?

10 Researcher(s) information

- 10.1 curriculum vitae of principal researcher(s)

11 Supervision of project

- 11.1 curriculum vitae of project supervisor(s)

Please note:

- Police reserve the right to withdraw their content from the project at any time.
- Copyright for all images will remain with Police Please email applications to museum@police.govt.nz.

Appendix 4: HAZMAT action guide

HAZMAT Action Guide

HAZMAT ACTION GUIDE

Obtain if possible, the product name and/or chemical name and/or UN Number and list below.

NOTE: Enlist the aid of the NZ Fire Service for this identification process if required.

PRODUCT NAME					
CHEMICAL NAME					
UN NUMBER	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				
HAZCHEM CODE	<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> </table>				

- A. FORM OF SUBSTANCE
- ☐ Solid
 - ☐ Liquid
 - ☐ Gas
 - ☐ Powder
 - ☐ Granules

B. NUMBER OF CONTAINERS

C. TYPE OF CONTAINERS

D. SIZE OF CONTAINERS

	Kilos		Litres		Gallons
--	-------	--	--------	--	---------

E. TOTAL QUANTITY INVOLVED

	Kilos		Litres		Gallons
--	-------	--	--------	--	---------

F. MANUFACTURER'S NAME

G. SPECIALIST ADVICE

H. CLASS LABEL

Appendix 5: Item Receipt



Item Receipt
Number: **0001**

New Zealand Police Museum, Royal New Zealand Police College, Papakowhai Road, Private Bag 50906, Porirua 5240. Phone 04 238 3141 museum@police.govt.nz <http://www.police.govt.nz/service/museum>

From: _____ Date Received: _____

Address: _____ Received by: _____

_____ Museum Position: _____

Telephone: _____

Email: _____

Intention: unconditional gift ☐ or short term* loan for copying ☐ short term* loan for exhibition ☐ short term* loan for research ☐ (*length of term to be negotiated & noted)

Object Count: _____

Object Description(s): _____

Conditions: The New Zealand Police Museum ("the Museum") will treat the above object/s with the same care it gives its own collections. However, the Museum accepts no responsibility for loss or damage while under the acquisitions process, unless otherwise negotiated with the owner. Objects offered as unconditional gifts to the Museum will be assessed by the Museum's Acquisitions Committee (the Committee). The Committee will make a recommendation to Museum Management under the terms of the Museum's Collection Management Policy (available upon request) as to whether the object should be accepted. Should the object be accepted, a deed of gift will be sent to you for signature. Should the object not be accepted, the Museum will contact you to arrange the return of the object/s should this be required. Please bring this receipt with you when you call to collect your object.

I _____ am the legal owner of this object/s and offer it as an unconditional gift to the New Zealand Police Museum.

In the event that the object/s is not accepted into the Museum's Collection I am happy/not happy for it to go into the Museum's Tactile Education Collection as per the Collection Management Policy.

Signed _____ Date _____

Action taken: _____

Accession number: _____

Reasons the New Zealand Police Museum might decline the donation of an object

We appreciate you considering the donation of an object to the New Zealand Police Museum ('the Museum'); however, due to limited space and resourcing priorities, the Museum may not be able to accept all donations. The following list gives five common reasons a museum might decline the donation of an object. This list is not exhaustive and there may be other reasons, not listed here that mean the Museum cannot accept your donation:

1. Object is out of the Museum's scope (has not been used by the New Zealand Police or their predecessors).
2. Duplicate(s) already in collection – We might have similar objects of the same era already in our collection. We may provide you with a list of alternative museums that might be interested.
3. Poor condition - We must be very wary of accepting items in poor condition that may tax museum space and conservation resources, are too fragile to exhibit, or may damage other collection items.
4. Large size - We must be wary of accepting items that may tax our limited storage and display space.
5. *Conditional Gifts* and *Permanent Loans* - Museums generally do not accept objects donated with *conditions*. For example, we cannot accept an artefact with the condition; 'this item must always be on display'.

Appendix 6: Object Transfer



New Zealand Police Object Transfer Number: 0001

New Zealand Police Museum, Royal New Zealand Police College, Papakowhai Road, Private Bag 50906,
Porirua 5240. Phone 04 238 3141 museum@police.govt.nz <http://www.police.govt.nz/service/museum>

From: _____ Date Received: _____

Address: _____ Received by: _____

_____ Museum Position: _____

Telephone: _____

Email: _____

Transfer document of objects that are owned by the New Zealand Police but
have been in the possession of others.

Object Count: _____

Object Description(s): _____

I _____ acknowledge that the above
item/s belong to the New Zealand Police and I relinquish possession to the New Zealand Police Museum.

Signed _____ Date _____

Action taken: _____

Accession number: _____

Appendix 7: Deed of Gift



New Zealand Police Museum, Royal New Zealand Police College, Papakowhai Road, Private Bag 50906, Porirua 5240. Phone 04 238 3141 museum@police.govt.nz <http://www.police.govt.nz/service/museum>

Deed of Gift Number: **0001**

Donor's Name(s): _____

Address: _____

Phone: _____ Email: _____

I (we) hereby irrevocably and unconditionally give, donate, deliver, transfer, and assign to the New Zealand Police Museum ("the Museum") by way of gift, all right, title, and interests (including, but not limited to, all applicable copyright, trademark, and related interests) in, to, and associated with the property, hereinafter described, to be used by the Museum at its unrestricted discretion.

I (we) affirm that I (we) own said property and that to the best of my (our) knowledge I (we) have good and complete right, title, and interest (including, but not limited to, all applicable copyright, trademark, related interests) to give it.

I (we) agree that the property will become part of the exclusive and absolute property of the Museum and that it (they) may be managed in any ethical manner consistent with established professional standards, Museum policy, and governmental regulations, with no restrictions on its (their) use or disposition.

Donor's Signature(s): _____

Date: _____

Approved by Museum Manager for the New Zealand Police Museum:

Signature: _____

Item Receipt: _____ Accession Number: _____

Object Type: _____

Deed of Gift

Everyday Language Translation

By signing this, I (we) give and deliver my object forever and unconditionally to the New Zealand Police Museum ("the Museum"). I give the Museum all rights to deal with the object as it sees fit. These rights include the right to publish pictures of the object for sale or use. I also say that I did own the object and had the right to give it to the Museum.

I agree that the object will become the property of the Museum. The Museum will manage it in an ethical, professional way. The Museum can use it or dispose of it, at its sole discretion.

Appendix 8: Condition Report



INCOMING CONDITION REPORT

Lender:	Object/ Title:
Report by:	Artist/ Maker:
Title:	Date:
Date:	
Purpose:	To be photographed: Yes <input type="checkbox"/> No <input type="checkbox"/>

Dimensions:

Height	Width	Depth	Diameter

Physical description:

Inscriptions/labels:

General condition:

Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Fragile <input type="checkbox"/>	Poor <input type="checkbox"/>
-------------------------------	-------------------------------	----------------------------------	-------------------------------

Materials:

NZPM Incoming condition comments:

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Examined by:	
Title:	
Date:	

Photographs/diagrams:

OUTGOING CONDITION REPORT

NZPM Outgoing condition comments:

--

Examined by:	
Title:	
Date:	

Photographs/diagrams: