ORDER no. 2035 of April 18th 2000 on the approval of the Methodological Norms on the registry, administration and inventory of the cultural objects owned by museums, public collections, memorial houses, cultural centres and other institutions in the field

The minister of culture and religious affairs,

on the basis of article 8 paragraph (2) of the Accounting Law no. 82/1991, codified, on the basis of article 9 paragraph (4) of Government Decision no. 134/1998 on the organisation and functioning of the Ministry of Culture and Religious Affairs, with the subsequent amendments, on the basis of the provisions of paragraph 19 of the Methodological Norms on heritage organisation and registry, approved by Order of the Ministry of Finances no. 2.388/1995, having in view the Endorsement of the Ministry of Finances no. 8.177 of June 30th 2000, issues the following order.

Art. 1
The Methodological Norms on the registry, administration and inventory of the cultural objects owned by museums, public collections, memorial houses, cultural centres and other institutions in the field, included in the appendix of the present order, are approved.

Art. 2
The dispositions of the present order shall be complied with by museums, public collections, memorial houses, cultural centres and other institutions in the field that own cultural objects.

Art. 3
The present order shall be published in the Romanian Official Journal, Part I.

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Minister of Culture and Religious Affairs,
Ion Caramitru

APPENDIX

METHODOLOGICAL NORMS on the registry, administration and inventory of the cultural objects owned by museums, public collections, memorial houses, cultural centres and other institutions in the field

Published in the Official Journal no. 470 of September 27th 2000
METHODOLOGICAL NORMS of April 18th 2000 on the registry, administration and inventory of the cultural objects owned by museums, public collections, memorial houses, cultural centres and other institutions in the field
(at September 27th 2000 the act was approved by Order 2035/2000)

CHAPTER I: The registry of cultural objects

Art. 1
(1) The Register for Analytical Recording of Cultural Objects is an obligatory, permanent official document where all the objects owned by a specialised institution, as well as the main identification, dating, provenience and value information are recorded.

(2) The Register for Analytical Recording of Cultural Objects fulfils the following functions:
   a) to ensure full registry of the cultural objects;
   b) to ensure the description of the objects in order to identify them.

(3) The Register for Analytical Recording of Cultural Objects comprises the following columns:
   1. inventory number
   2. the date when the cultural object was classified as heritage item
   3. name or title and the author
   4. description and registration number of the stock illustration image files
   5. number of items
   6. discovery place, date and author
   7. collection
   8. material or title
   9. size and weight
   10. preservation status
   11. provenience
   12. entry document
   13. entry value
   14. release
   15. verification
   16. observations

(4) In order to fill in the form, on columns, the following must be specified:
   a) Column 01 must be filled in with the inventory number of the object, which represents its identification code that must be inscribed on the object in order to be recognised. The inventory number shall accompany the object as long as it is part of the collections of the institutions. If the object is released, transferred or handed over, it will be deleted from the Register for Analytical Recording of Cultural Objects and it will be discharged from the administration after the discharge document is drew up.
   There will be only one inventory number for each object of a public institution.
   There will not be a single inventory number for a composed entity, such as a monetary thesaurus. For an entity composed of different elements, for instance "costume", there
will be a single inventory number and the elements composing it will be explicitly enumerated. But all the components will have the same inventory number, but under the heading "size" and "description", each component will be explicitly and separately dealt with.

b) Column 02 will be filled in with the date when the object entered the cultural objects heritage.

c) Column 03 will be filled in with the mane of the object, its typological name and author for the artistic works. The information about the object's location, as well as the period it was created will also be mentioned in this column.

d) Column 04 will be filled in with the description of the object, meant to establish its identity. It must refer to the elements that facilitate the identification of the object: its morphology, aspect, chromatic and decorating elements, techniques and materials it is made of. The description will have a technical and not literary character.

e) Column 09 will be filled in with the size of the object, as follows: for the two-dimensional objects L = length, w = width. These categories include two dimensional objects only, such as: documents, photographs, diagrams, flags, tapestries and all the other objects for which the third dimension is not relevant: icons, paintings, costumes. Three dimensional objects will be marked with L, w and h (height or thickness). There can be used only two dimensions for pottery, glass or porcelain objects: h and D (diameter). Dimensions are marked in centimetres and must be the same in all the registry system links.

f) Column 11 will be filled in with the object provenience source: donation, acquisition, discovery resulted from a site, ethnographic, archaeological, etc research.

g) Column 12 will be filled in with the museum entry document number – the donation document, the report of the acquisition commission, the documentation resulted from the site research concerning the object and others.

h) Column 13 will be filled in with the entry value established in compliance with the provisions of Government Ordinance no. 81/2003 on re-evaluating and amortising the fixed assets held by public institutions, approved by Law no. 493/2003, with the subsequent amendments and completions.

**Art. 2**

The conditions the Register for Analytical Recording of Cultural Objects must fulfil are the following:

a) The registry must be printed on paper of at least 80g/m²; if the registry is printed from the computer, there will be safety copies on compact disk (CD), which will be kept in different places;

b) Before using it, the Register for Analytical Recording of Cultural Objects will be numbered, laced up and sealed, and the manager of the institution will, date, stamp and sign on the last page;

c) The register will be legibly filled in, and the proper names, less usual specific terms or localities will be written with caps lock;

d) No blots, additions or other subsequent interventions are allowed. If something must be corrected or completed, it will be done under the “Observations” heading and the respective intervention will be certified by the signature of the manager of the institution and its seal.
Art. 3
The results of the inventory will be registered in the bookkeeping in compliance with the legal provisions in force.

Art. 4
When a cultural object enters a public institution heritage, the following operations must be done:
a) the object will be ascribed an inventory number corresponding to the position next after the last registration;
b) the object will be photographed, bird’s eye view and significant details;
c) the object will be studied by the museum specialist specialised in the respective object category, with a view to filling in the Register for Analytical Recording of Cultural Objects;
d) the rubrics of the Register for Analytical Recording of Cultural Objects will be filled in with all the information about this object;
e) the inventory number will be marked on the object;
f) the stock illustration image files will be filled in with 9x12 cm photographic testimonies;
g) the object is stored and the code of the position where it can be found will be recorded in the topographic catalogues.

CHAPTER II: Administration control. General inventory

Art. 5
(1) The public institutions that own cultural objects must verify the existence and integrity of the objects included in the Register for Analytical Registry of Cultural Objects, as follows:
a) the institutions that own less than 100,000 objects – once in three years;
b) the institutions that own between 100,000 and 250,000 objects – once in four years;
c) the institutions that own between 250,000 and 500,000 objects – once in five years;
d) the institutions that own more than 500,000 objects – once in seven years.

(2) Annually, the management of the institution may dispose the verification of a number of objects in the inventory.


(31) National cultural heritage objects will be re-evaluated by authorised evaluators in compliance with the law, until December 31st 2007; the result of the re-evaluation will be registered in the bookkeeping until the end of 2007.
CHAPTER III: Discharge from administration of cultural objects

Art. 6
(1) The discharge from administration of the lost and destroyed cultural objects, classified as “thesaurus”, will be approved by order of the minister of culture and religious affairs, on the basis of the endorsement of the National Commission of Museums and Collections.

(2) The endorsement of the National Commission of Museums and Collections will be issued on the basis of:
   a) the report of the commission specialists that ascertained the destruction of the cultural objects;
   b) the ascertainment report drew up by the police organs if the cultural objects were lost.

Art. 7
The discharge from administration of the lost and destroyed cultural objects, classified as basic cultural objects, will be approved by the specialised directorate of the Ministry of Culture and Religious Affairs on the basis of the documents stated at article 6, paragraph (2).

Art. 8
The administration board of the public institutions may approve the discharge of inventory of the objects classified as basic cultural objects, with a view to exchanging objects with other similar institutions.

Art. 9
In the case of the cultural objects claimed and returned to the former owners, the discharge from administration will only be done on the basis of the final and irrevocable retrocession judicial decision.

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