
Approved for Release
Alvin F. Smith, Jr.
Departmental Property Management Officer

Date

DEPARTMENT OF COMMERCE
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION
OFFICE OF FACILITIES AND ENVIRONMENTAL QUALITY

PROPERTY BULLETIN # 002, FY20

SUBJECT: Classification of Heritage Assets

EFFECTIVE DATE: July 31, 2020

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: KPMG conducted an audit of the Department's internal controls and determined that sufficient and appropriate documentation was not maintained to support assets being classified as heritage assets. In accordance with the Federal Accounting Standards Advisory Board's Statement of Financial Accounting Standards 29, a heritage asset is defined as general property, plant, and equipment that is unique due to historical or natural significance, cultural, educational, or artistic importance, or significant architectural characteristics. The Department of Commerce Personal Property Management Manual (PPMM), effective December 5, 2017, does not require a Bureau Property Management Officer, Bureau Historian, and/or Librarian to retain documentation supporting the identification and determination of an asset qualifying as a heritage asset.

PURPOSE: The purpose of this property bulletin is to implement policy to maintain documentation to support the classification of heritage assets.

APPLICABILITY AND PROCEDURES: The personal property program is primarily responsible for the oversight and management of heritage assets. This guideline will apply to any role or function within personal property, in addition to any entities that may support their operating procedures. It will serve as a supplement to the DOC PPMM, Chapter 12, "Heritage Assets." The accession process determines which assets are appropriate to maintain in the Department's heritage asset collection. All prospective heritage assets must be general property, plant, and equipment that are unique due to historical or natural significance, cultural, educational, or artistic (e.g., aesthetic) importance, or significant architectural characteristics. A heritage asset must be classified and approved with supporting documentation by the respective authorizing official before it can be added to the Department's heritage asset collection.

CLASSIFYING HERITAGE ASSETS: The owner of a prospective heritage asset is responsible for providing a justification to support classification requirements. If a Bureau has employed personnel qualified to assess a prospective heritage asset, such as a

relevant subject matter expert, historian or librarian, then that personnel may provide the justification in conjunction with the owner. A governing body, such as a working group or committee, may also assist the owner with the justification. If not, then the owner must obtain guidance from an expert, such as a curator, or provide supporting documentation from a credible source based on independent research to justify the asset classification. It is acceptable to secure services from professionals outside of the Department for the justification. All determinations must be documented in writing.

Accession to an agency's heritage asset collection may also be completed through a form that includes the following criteria at a minimum:

- Asset Description
- Value (not mandatory unless known or can be easily identified)
- Location (Building, Room, and Address)
- Donor / Owner (if applicable)
- Justification
- Approval

At a minimum, the Property Management Officer (PMO) will approve the final determination to include a heritage asset into their collection. Depending on the Bureau's business operations, qualified personnel or a governing body may support the PMO with the approval process.

REFERENCES:

[DOC Personal Property Management Manual](#), dated December 5, 2017
[Federal Accounting Standards Advisory Board's Statement of Financial Accounting Standards 29](#)

OFFICE OF PERSONAL PROPERTY AND TRANSPORTATION

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SUBJECT: Classification of Heritage Assets

Clearance:

X

Approve

Let's Discuss

Disapprove

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Director
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