Collections Development Policy

***for the***

# GTM Logo

(Reviewed October 2017)

Name of museum: ***Grampian Transport Museum***

Name of governing body**:*****Grampian Transport Museum Trust***

Date on which this policy was approved by governing body**:*****October 2017***

Policy review procedure:

**The collections development policy will be published and reviewed from time to time, at least once every five years.**

Date at which this policy is due for review:***January 2022***

*Arts Council England/CyMAL: Museums Galleries Scotland* will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. **Relationship to other relevant policies/plans of the organisation:**
   1. The museum’s statement of purpose is:

*The purpose of the museum is to promote an awareness of, interest in, and better understanding of the history of road and rail transport and their effect on society in the Grampian context.*

* 1. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
  2. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum’s collection.
  3. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
  4. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
  5. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
  6. The museum will not undertake disposal motivated principally by financial reasons.

1. **History of the collections**

Grampian Transport Museum traces its history back to the early 1970s when several local enthusiasts became conscious of the fact that there was a very active interest in historic transport in the North East of Scotland. They began to discuss the possibilities of establishing a permanent museum of transport to focus this interest and energy and in 1978, the Grampian Transport Museum Association was formed. The new Association's main objective was to work towards the establishment of a Transport Museum and thereafter to administer and develop the Museum. The first exhibition opened in temporary premises in 1981 and in 1983, a second exhibition opened in premises built with local authority and ERDF funding and on land leased from the local authority.

The museum has steadily expanded its site, buildings and operation since 1983. A major extension was built in 1998 to house a new collections care facility, schoolroom, tearoom and workshop with support from the Heritage Lottery Fund and Scottish Museum’s Council (now Museums Galleries Scotland).

The site was developed and landscaped to include a road circuit, funded entirely by private companies and covered stand for outdoor events. More recently a second large building was added for the care of large objects, the Collections Centre, built in partnership with another charitable trust, the Aberdeen & District Transport Preservation Trust.

The volunteer community roots which drove the establishment of the museum have played a significant role in the history of the collections. Donations from the local community provided material for the first exhibitions and the consequent development of the collection. The local landscape of the Grampian region was such that there was a wide-ranging repository of vintage vehicles - the availability of land meaning that vehicles were historically kept instead of being scrapped. Initial donations therefore comprised vintage vehicles, motorcycles, horse drawn vehicles and railway platform furniture.

The level of public engagement was such that a large volume of objects beyond the scope of travel and transport were also donated, such as lawnmowers and agricultural machines. When curator Mike Ward MBE started working at the Museum in 1983, he began to focus the collection through both key disposals and acquisitions. It was decided that agriculture had no real bearing on transport and key disposals were made of agricultural objects such as threshing machines and ploughs. Disposal was also made of any objects wholly unrelated to transport and travel such as domestic objects and lawnmowers. The focus of collections development was also narrowed to land travel and transport only (omitting aviation and maritime). This was based on the collecting policies of other museums and also the historical landscape of the Museum. The surrounding area was one where transport by road and rail of local commodities such as cattle and granite across the world meant that objects relating to these stories were more widely available.

Alford and Donside communities have been moulded by changing patterns of land travel and transport throughout history. Alford itself only exists in its current location as this was the site of the G.N.S.R. terminus of the Alford Valley Branch. The previous settlement of Alford was further west near Bridge of Alford. Alford became a part of British motoring history when the motor car arrived in the area in 1896, a German Cannstatt Daimler arriving by train at Alford Station. Only the second car ever to be imported to Scotland, it’s arrival in Alford places the Museum at the very historical heart of the development of the motor industry and set the context for exploring local transport and travel within a wider national landscape. This premise has played a defining role in the history of the collections. In 2005, a 1907 Albion A3 Estate Fire Engine was purchased and in 2007, an 1908 Argyll 14/6 Tourer Car. These acquisitions were key to the interpretation of Scotland’s role in the motor industry in the early 20th century as part of the three most significant motor vehicle manufacturers at the time, namely Albion, Argyll and Arrol-Johnson.

The Gordon family also played a significant role in the development of the collections. A prominent local family with a vested interest in the economic regeneration and commercial success of Alford, James Gordon was the first Chairman of the Board of Trustees. The Board was, and continues to be, a driving force in the development of the collections. The Museum is a membership organisation and trustees are elected from members - public and community engagement thus play a significant role in what the Museum collects. Many key acquisitions have been funded from public donations and membership subscriptions, as well as financial support awarded from various funding bodies.

In 1984, the purchase of the Craigievar Express, a steam-powered tricycle constructed by Andrew 'Postie' Lawson between 1895 and 1897 in [Craigievar](https://en.wikipedia.org/wiki/Craigievar), was the first real key acquisition for the Museum. It brought into sharp focus the story which the museum wanted to tell, as well as the responsibility of the wider community in collecting significant local vintage vehicles. The exploration of locally built and locally used vehicles within the wider context of the social history of travel and transport, has been further developed through other key acquisitions. These include a 1914 Sentinel Steam Wagon (purchased in 2001). Scottish built, it spent all it’s working life locally in Inverurie and is the only surviving Glasgow built example. The Murrays of Alford Gig, another excellent example of a locally used and built vehicle, was donated in 1997. In 2005, a Halley Motor Lorry was donated by Ralph Halley. Scottish built, Halley was a prolific manufacturer that exported goods all over the world. Despite this however, very little of their products remain. One of only 3 left in the world, the Halley Motor Lorry is a significantly rare object. In 1998, the Museum acquired the two tram cars built by the Great North of Scotland Railway for the Cruden Bay Hotel Tramway, an electric tramway service that operated between the [Cruden Bay Hotel](https://en.wikipedia.org/w/index.php?title=Cruden_Bay_Hotel&action=edit&redlink=1) and [Cruden Bay railway station](https://en.wikipedia.org/wiki/Cruden_Bay_railway_station) from 1899 – 1940. In 2015an ex-Grampian Police Rover 3500 SD1 Vitesse car was acquired. The only one Grampian Police had, it was purpose built as a faster model to catch speeding cars on the newly built Stonehaven bypass. The development of the oil industry in Aberdeen had brought fast roads to the city and the surrounding areas for the first time and perfectly encapsulated the interrelationship between transport and the wider social and economic landscape.

1. **An overview of current collections**

Current collections reflect the purpose of the Museum to promote an awareness of, interest in, and better understanding of road and rail transport history and their effect on society.

The collection includes approximately 3,000 objects, covering a timeframe from AD83 to the present. The chronological parameters of collecting have been set as such because AD83 saw the Battle of *Mons Graupius* take place. In many ways, the battle launched the story of land travel and transport with Roman forces building marching camps along the east coast connected by distinct routes as they marched north to subdue Caledonia.

Strong emphasis is given to objects that help to develop themes that are important to Aberdeenshire and the NE of Scotland (Grampian) and that were made and/or used in this geographical area. As such, a significant proportion of the collection has a Grampian provenance, approximately 70-80%.

The Museum has a significant collection of the following:

Grampian and North-East Scotland built and used vehicles.

Horse drawn vehicles, including 19th century travelling chariots postal stagecoaches and trams.

Cycling (Hobby Horses, Bone Shakers, Penny Farthings, Carbon Fibre Racing Bikes).

Representative examples of the Scottish Motor Industry (Hilllman Imps, Albion and Argyll).

Motorcycles

Commercial vehicles.

Rail – (limited because of no standard gauge line so can only accommodate exhibitions and static rolling stock/locomotives)

Contemporary examples of the latest transport technology and objects that probe the future (Guy Martin Collection, Colin McRae, electric cars).

Ephemera, costume, and small and large objects associated with road and rail travel and transport

The museum also holds archives that contain transport books, technical manuals, point of sale material, motoring magazines, photographs, locomotive plans, engineering drawings, signalman’s logs, maps, film and audio. All photographs and Great North of Scotland engineering drawings are held digitally. The collection supports the museum’s objectives by providing resources for the future development of the exhibitions and by helping to meet the needs of internal and external researchers.

1. **Themes and priorities for future collecting**

The Museum’s primary aim is to study, preserve and present the road and rail transport history of the North East of Scotland. The Museum will seek to collect items that are associated with or help to illustrate the road and rail history of this geographical area.

The period of time to which the collection relates will be AD83 – the present day. The Museum will actively seek to acquire more objects related to transport and travel from the medieval period.

While the main focus is collecting items that were used in or are otherwise connected with the Grampian and North East of Scotland, the museum will not forbear to collect items from other areas that are representative of items of a type used throughout the country, or that help to illuminate the general context of the history of road and rail in Grampian.

Future collecting will concentrate on enhancing the visitor experience, and providing resources for future exhibitions and research. The museum will continue to acquire material by donation, bequest, or purchase.

The museum may acquire modern objects/non-transport objects that help to interpret, illustrate or encourage audience engagement.

**4.1 Archaeological Small Finds**

The Museum will begin to collect archaeological small finds in an attempt to address the themes of travel and transport from the medieval period. Taking into account the code of practice described in 12.1 and 12.2, the Museum will consider collecting archaeological finds with the following criteria:

1. strong association with travel and transport
2. local provenance
3. objects and material which the Museum is able to store and conserve effectively

**4.2 Motor and Horse Drawn Road Vehicles**

The greater part of the Museum’s exhibition area will be devoted to motor and horse drawn road vehicles. Any such vehicle will be considered for acquisition (or loan), taking into account the code of practice described in 5, if it fulfils one or more of the following selection criteria:

The vehicle:

1. has interesting/significant connections with the North East of Scotland
2. assists in developing a theme current in the exhibition
3. made a contribution to the transport history of the area (or is of a type that made such a contribution)
4. demonstrates important innovations in design
5. is of outstanding quality or interest

**4.3 Railway Vehicles and Tramcars**

a) Railway Vehicles

At the present time (January 2017) the Museum has no railway vehicles apart from the Cruden Bay Hotel Tram and the Barclay Steam Locomotives, ‘No 3’ and ‘Bon Accord’. The collection of such is low priority and will remain so until suitable premises or facilities for caring for railway vehicles are developed. Should railway vehicles with strong local associations become available to the museum the priority may be reviewed subject to suitable secure accommodation being available.

b) Tramcars

Tramcars with local associations may be collected, subject to suitable and secure accommodation being available for their display.

* + 1. **Items and Objects with Transport History Associations**

(‘Transport History’ being all forms of land transport.) The Museum will seek to collect items with transport associations. Such items would be associated with:

1. road and rail travel
2. road and rail vehicle design and construction
3. road and rail network development, design and construction
4. public protection, safety, retail and the transport trades

Preference will be given to items that help to develop a current or projected exhibition theme or which have local relevance.

* + 1. **Items and Objects with no obvious Transport Associations**

In exceptional cases the Museum will seek to collect non-transport associated items where they:

1. can be an effective inclusion in a period display (i.e. costume)
2. add interest or entertainment to a theme
3. add to the visitors understanding of a theme, period, design period, social history, manufacturing technique, or other related activity
4. are of local interest or help to illustrate or highlight a phenomenon giving rise to a transport need
5. form part of the industrial archaeology of the North East of Scotland
6. illustrate the development of Alford and surrounding area
   1. **Spare Parts (‘Autojumble’)**

Spare motor parts and consumables may be collected that are not intended for inclusion in the permanent Collection where they support a vehicle exhibited/demonstrated by the Museum. Spares may also be collected (but not accessioned) on behalf of bona fide transport enthusiasts in Grampian Region only after ensuring that the donor/vendor is fully aware of the proposed disposal of the spare part through this service.

* 1. **Reference Library Material**

The Museum will collect books, periodicals, technical literature, maps, reports and other items of print that relate to the collecting area, for inclusion in a reference library for use by researchers. Such material will be included in a library reference catalogue and donors listed in the Museum’s donors index. Library material will not be accessioned or form part of the museum’s permanent collection. The donor/vendor will be made fully aware of the proposed usage of the library material.

* 1. **Paper Collections and Archival Material**

The Museum will seek to collect ephemera, rare books, research papers, plans, legal documents, working drawings, manuscripts, advertising material, company records and other paper collections where relevant to the collecting area. Such items will form part of the permanent Collection and will be documented accordingly.

* 1. **Photographic Material and Recorded Sound**

The Museum will seek to collect photographic material within the collecting area and to develop a separate photographic collection catalogue. Recorded sound, video and moving film material may also be collected where relevant to the collecting area.

1. **Themes and priorities for rationalisation and disposal** 
   1. The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
   2. The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

**5.3** Any rationalisation of the collection and resulting disposal will be governed by the following curatorial priorities:

The removal from the collection of material collected in the ‘formative years’ that would not be considered by the museum now working to its current Collections Development Policy and that is felt to be inappropriately placed in the GTM collection.

The removal from the collection of material that has since been superseded by a more representative, appropriative, better preserved or generally better duplicate example. In this case, all curatorial factors must be considered, however provenance being the most obvious example.

The removal from the collection of duplicate material where there is no cultural value in retaining more than one of the items, where the item does not have a unique history and where there are no identifiable uses for the item in the future.

The removal from the collection of material that GTM cannot ever envisage an appropriate use for in terms of display, research or public benefit.

The removal from the collections of material of marginal relevance/significance that has onerous storage requirements in terms of taking up physical space, conservation needs, is a disproportionate financial drain or has health and safety issues

The removal from the collection of material by transfer to another accredited museum where the other museum has a much stronger claim to the material or can demonstrate radically improved benefit from the material.

The removal from the collection of small items that are not sufficiently significant in isolation but that can complete or add to an accredited museum conservation/restoration or similar project (small historic motor parts in particular).

The removal of damaged or deteriorated material that is beyond the Museum’s ability to repair.

The removal of unprovenanced items where sufficient effort has been made to research the material and where no other use can be found for the item.

* 1. The museum will not accept all artefacts that may be offered to it. In particular, offers of artefacts will be declined in following circumstance:

Where the proposed gift is encumbered by conditions considered unacceptable

Where the item is infested with pests or disease, unless it can be treated or the item is rare and the cost or difficulty of treating it is judged worthwhile

If the museum cannot provide long term care for the artefact

If the museum has insufficient storage space or other resources needed to accept the item.

If accepting the item would be prejudicial to the health and safety of museum staff or visitors

1. **Legal and ethical framework for acquisition and disposal of items** 
   1. The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.
2. **Collecting policies of other museums** 
   1. The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.
   2. **Specific reference is made to the following museum(s)/organisation(s):**

*Aberdeenshire Heritage*

*Aberdeen City Museums*

*Aberdeen University Museums*

*National Museums Scotland*

## *City of Glasgow Museums*

## *National Motor Museum*

## *National Railway Museum*

*Coventry Transport Museum*

*British Motor Museum (Gaydon)*

*The Bo’ness & Kinneil Railway*

*Dundee Museum of Transport*

*Scottish Vintage Bus Museum*

*Maud Railway Station Museum*

*Scottish Industrial Railway Centre*

1. **Archival holdings**

The museum holds archives, including photographs and printed ephemera. Its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002), and also aims to meet the standards outlined in the Royal Commission on Historical Manuscripts' Standards for Record Repositories.

1. **Acquisition**
   1. **The policy for agreeing acquisitions is:**

Acquisitions which are smaller than a motorcycle and which carry no long term financial and/or conservation and storage issues are able to be agreed by both Curator Mike Ward MBE and Collections Assistant Peter Donaldson with no consultation with the Board of Trustees.

Acquisitions larger than a motorcycle and which may carry significant financial implications and/or storage and conservation issues are made upon agreement between Curator Mike Ward MBE and the Board of Trustees. The Board retains the final say on authorising acquisitions.

* 1. The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country’s laws. (For the purposes of this paragraph ‘country of origin’ includes the United Kingdom).
  2. In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

1. **Human remains**
   1. The museum does not hold or intend to acquire any human remains.
2. Biological and geological material
   1. The museum will not acquire any biological or geological material.
3. **Archaeological material**

* 1. The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

* 1. In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to *Grampian Transport Museum* by the Crown. However, where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the Grampian Transport Museum Trust, can establish that valid title to the item in question has been acquired by ensuring that a certificate of ‘No Claim’ has been issued on behalf of the Crown.

1. **Exceptions**
   1. **Any exceptions to the above clauses will only be because the museum is:**
   * acting as an externally approved repository of last resort for material of local (UK) origin
   * acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases, the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

1. **Spoliation** 
   1. The museum will use the statement of principles ‘Spoliation of Works of Art during the Nazi, Holocaust and World War II period’, issued for non-national museums in 1999 by the Museums and Galleries Commission.
2. **The Repatriation and Restitution of objects and human remains**
   1. The museum’s governing body, acting on the advice of the museum’s professional staff, if any, may take a decision to return human remains (unless covered by the “*Guidance for the Care of Human Remains in Scottish Museums” issued by MGS in 2011*), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
   2. The disposal of human remains from museums in Scotland will follow the guidelines in the ‘Guidance for the Care of Human Remains in Scottish Museums’ issued by Museums Galleries Scotland in 2011.
3. **Disposal procedures**
   1. All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
   2. The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
   3. When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
   4. When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
   5. The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum’s collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
   6. A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
   7. Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
   8. If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA’s Find an Object web listing service, an announcement in the Museums Association’s Museums Journal or in other specialist publications and websites (if appropriate).
   9. The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
   10. Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England/CyMAL: Museums Galleries Scotland.
   11. The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
   12. Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

***Disposal by exchange***

* 1. The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.
     1. In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
     2. If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
     3. If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a noticeonthe MA’s Find an Object web listing service, or make an announcement in the Museums Association’s Museums Journal or in other specialist publications and websites (if appropriate).
     4. Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum’s collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

***Disposal by destruction***

* 1. If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
  2. It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
  3. Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation’s research policy.
  4. Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
  5. The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

**This Collections Development Policy has been approved by the Trustees of the Grampian Transport Museum Trust and replaces all previous Collecting and Disposal Policies.**

#### *Signed ………………………………………………………… Date: ……………………………*