



The Private Wardrobe Office

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ESTABLISHING PROFESSIONAL STEWARDSHIP FOR THE PRIVATE WARDROBE
Documentation | Evidence | Preservation | Continuity
London

Initial Collection Assessment Protocol

CONTENTS

- 01— Purpose
- 02— Scope
- 03— Assessment Criteria
- 04— Collection Composition
- 05— Documentation Review
- 06— Preservation Review
- 07— Operational Review
- 08— Risk Assessment
- 09— Recommendations
- 10— Deliverables

01 — Purpose

The purpose of this Framework is to establish a structured methodology for the initial assessment of private wardrobe collections.

The assessment provides the evidential basis upon which recommendations relating to documentation, preservation, administration and long-term stewardship are determined.

It is intended to identify the operational characteristics of the collection, evaluate existing management practices and establish the requirements necessary for its continued administration and development.

02 — Scope

This Framework applies to the assessment of complete private wardrobe collections irrespective of their size, composition or location.

The assessment may include garments, footwear, handbags, luggage, jewellery, accessories and archived articles, together with the systems, records, storage environments and operational practices supporting the collection.

Where collections are distributed across multiple residences or storage facilities, each location shall be considered as part of a single administrative collection.

The Framework does not constitute a valuation, authentication or conservation report unless expressly commissioned as part of the engagement.

03 — Assessment Criteria

The assessment shall be conducted through the examination of the following principal areas:

Collection Composition

The scale, composition, structure and functional organisation of the collection.

Documentation

The existence, completeness and accuracy of inventories, condition records, location registers and associated documentation.

Preservation

The physical condition of the collection together with existing preservation measures, storage conditions and maintenance practices.

Operational Administration

The procedures governing acquisitions, alterations, maintenance, seasonal rotation, relocation and day-to-day management.

Accessibility

The organisation, accessibility and operational readiness of the collection in relation to the Principal's lifestyle and requirements.

Continuity

The extent to which operational knowledge has been documented and preserved independently of individual members of staff.

Risk

The identification of operational, administrative and preservation risks capable of affecting the integrity, continuity or long-term management of the collection.

04 — Collection Composition

Assessment of the collection's overall structure, scale and composition, including category distribution, functional purpose, acquisition patterns, collection hierarchy and the relationship between active, seasonal and archived articles.

05 — Documentation Review

Assessment of the existence, completeness and accuracy of documentation governing the collection, including inventory records, condition reports, location registers, movement records, maintenance histories and other operational documentation.

06 — Preservation Review

Assessment of the collection's physical condition and existing preservation practices, including storage methods, environmental conditions, material-specific requirements, maintenance history and preventative conservation measures intended to preserve the long-term integrity of the collection.

07 — Operational Review

Assessment of the administrative procedures governing the collection, including acquisition, documentation, seasonal rotation, archive management, relocations, external service coordination and day-to-day operational practices.

08 — Risk Assessment

Assessment of operational, administrative and preservation risks that may affect the continuity, integrity or long-term management of the collection, together with the identification of areas requiring corrective action or procedural improvement.

09 — Recommendations

Recommendations are developed following completion of the assessment and are based upon the documented findings of the Framework.

Recommendations establish priorities for documentation, preservation, operational administration and future stewardship, and are intended to provide a structured basis for implementation.

10 — Deliverables

Upon completion of the assessment, the Office may issue documentation appropriate to the scope of the engagement, including:

- Collection Assessment Report
- Stewardship Recommendations
- Collection Inventory Strategy
- Documentation Framework
- Preservation Strategy
- Operational Implementation Plan
- Standard Operating Procedure (SOP) Recommendations
- Collection Governance Roadmap