



The Private Wardrobe Office

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

Private Wardrobe Office Documentation Standard

CS 003 — Collection Inventory Standard

Version: 1.0

Purpose

To establish the principles governing the structure, identification and integrity of wardrobe inventory records, ensuring that every object within the collection is consistently documented, traceable and verifiable throughout its lifecycle.

The inventory shall serve as the authoritative record of the collection and provide a reliable foundation for stewardship, preservation, movement and future decision-making.

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01 — Item Identification

Every object within the collection shall possess a unique identifier that distinguishes it from all other records.

Identification shall remain consistent throughout the object's lifecycle and shall not be reassigned or duplicated.

02 — Collection Hierarchy

Inventory records shall follow a structured hierarchy to ensure consistency across the collection.

The hierarchy shall reflect the organisational framework of the collection and may include:

- Collection
- Residence
- Wardrobe
- Category
- Subcategory
- Individual Object

The hierarchy shall support efficient navigation, reporting and long-term scalability.

03 — Category Structure

Objects shall be classified using a standardised taxonomy that reflects their function, construction and intended use.

Categories and subcategories shall remain consistent throughout the collection to maintain reporting accuracy and operational continuity.

04 — Metadata Requirements

Each inventory record shall contain sufficient descriptive information to support identification, management and future reference.

Core metadata shall include, where applicable:

- Unique Identification Number
- Object Description
- Category
- Brand or Maker
- Material Composition
- Colour
- Size
- Acquisition Information
- Current Location
- Preservation Classification
- Condition Status

Additional metadata may be recorded where appropriate to the significance of the object.

05 — Image Standards

Visual documentation shall provide an accurate representation of each object at the time of cataloguing.

Images shall be:

- Clear and colour accurate
- Consistently framed
- Sufficiently detailed for identification
- Updated where significant changes occur

Image records shall form part of the permanent inventory documentation.

06 — Numbering Convention

The inventory shall operate under a consistent numbering methodology.

Numbering systems shall:

- Ensure uniqueness
- Support long-term expansion
- Maintain logical sequencing
- Remain independent of storage location
- Preserve historical continuity

Existing identification numbers shall not be altered without documented justification.

07 — Data Integrity

Inventory records shall remain accurate, complete and current.

Changes to inventory information shall be:

- Authorised
- Documented
- Traceable
- Reviewed where appropriate

The inventory shall be subject to periodic verification to identify discrepancies and maintain confidence in the collection record.

Compliance

All inventory records maintained by the Private Wardrobe Office shall comply with this standard.

Any variation from these requirements shall be documented and approved to preserve the integrity, continuity and reliability of the collection record.