



*The Private Wardrobe Office*

Founded By Lucretia Sandu

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

# Private Wardrobe Office Documentation Standard

## CS 005 — Collection Movement Standard

Version: 1.0

## Purpose

To establish the standards governing the movement of garments, accessories and related collection objects, ensuring that all transfers are undertaken in a controlled, documented and traceable manner while preserving the integrity, condition and continuity of the collection.

All movement shall maintain an uninterrupted record of custody, location and condition.

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## 01 — Internal Movement

Movement within the same residence or property shall be documented where it affects the recorded location of an object.

This includes transfers between:

- Wardrobes
- Dressing rooms
- Archive storage
- Seasonal storage
- Display locations
- Preparation areas

Inventory records shall reflect the current physical location of each object.

## 02 — Residence Transfers

Transfers between residences, estates or storage facilities shall be planned and documented before movement.

Transfer records shall identify:

- Origin
- Destination
- Date of transfer
- Responsible individual
- Verification upon arrival

Collection records shall be updated immediately following receipt.

## 03 — External Services

Objects temporarily removed for external services shall remain under documented collection control.

This includes, but is not limited to:

- Alterations
- Dry cleaning
- Specialist conservation
- Repairs
- Authentication
- Photography
- Exhibition
- Valuation

The responsible service provider, expected return date and movement status shall be recorded.

## 04 — Packing Standards

Objects shall be packed using methods appropriate to their preservation requirements and method of transport.

Packing shall:

- Protect against physical damage
- Minimise unnecessary handling
- Prevent distortion or compression
- Support environmental protection during transit
- Reflect the material and construction of the object

Packing methods shall be proportionate to the significance and preservation requirements of the collection.

## 05 — Verification

Every transfer shall be verified upon completion.

Verification shall confirm:

- Correct object identification
- Quantity
- Recorded destination
- Physical condition
- Completion of movement documentation

Any discrepancy shall be documented and investigated without delay.

## 06 — Chain of Custody

Responsibility for collection objects shall remain identifiable throughout every movement.

Where custody transfers between individuals, households or external providers, responsibility shall be formally recorded to maintain accountability and complete traceability.

## 07 — Chain of Custody

The collection inventory shall accurately reflect the current location of every object.

Location records shall be updated immediately following:

- Transfer
- Receipt
- Return from external service
- Archive movement
- Seasonal relocation
- Permanent relocation

Historical location records shall be retained to preserve collection continuity and movement history.

### Compliance

All collection movements undertaken by the Private Wardrobe Office shall comply with this standard.

Any deviation from these requirements shall be documented, justified and approved to preserve the integrity, traceability and continuity of the collection.