



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 001 — Collection Documentation Standard

Defines the minimum documentation required for the
administration of a private wardrobe collection.

Version: 1.0

Purpose

The purpose of this Office Standard is to establish the documentation requirements governing the administration of private wardrobe collections under the stewardship of the Private Wardrobe Office.

The Standard defines the records required to preserve continuity, maintain operational integrity and support the effective administration of the collection throughout its operational life.

This Standard shall be applied in conjunction with the Office's operational procedures and shall form part of the permanent documentation framework of every collection undertaken by the Office.

Scope

This Standard applies to all garments, footwear, handbags, luggage, accessories, jewellery and archived articles forming part of a collection administered by the Private Wardrobe Office.

The Standard governs the creation, maintenance, review and preservation of documentary records relating to the collection.

Principles

Documentation shall:

- establish a permanent operational record of the collection;
- support continuity throughout the lifetime of the collection;
- preserve institutional knowledge independently of individual members of staff;
- provide accurate and verifiable information for operational decision-making;
- maintain accountability for activities affecting the collection.

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01 — Inventory Records

Inventory Records shall constitute the principal register of the collection and shall record every article forming part of its administration.

Each inventory record shall provide sufficient information to permit the identification, classification and operational management of the article throughout its lifetime within the collection.

Inventory records shall be maintained accurately and updated following any material change affecting the status of the article.

02 — Unique Identification

Every article shall be assigned a permanent and unique identification reference upon entry into the collection.

The identification reference shall remain unchanged throughout the lifetime of the article and shall be used consistently across all associated documentation, including condition records, movement registers, conservation histories and acquisition records.

Duplicate identification references shall not be assigned.

03 — Assessment Criteria

Each article shall be classified according to a consistent documentation structure adopted by the Office.

Classification may include, where applicable:

- Collection Category
- Garment Type
- Designer or Maker
- Material Composition
- Season
- Operational Status
- Archive Status
- Residence Allocation

Classification shall support the efficient administration, retrieval and reporting of collection information.

04 — Condition Records

Condition Records shall establish the documented physical condition of each significant article.

The record shall provide a baseline against which future inspections, maintenance, alterations and conservation treatments may be evaluated.

Condition records shall be reviewed and updated following any material event affecting the physical integrity of the article.

05 — Location Registers

Location Registers shall record the current physical location of each article within the collection.

Location records shall remain sufficiently detailed to permit immediate identification and retrieval irrespective of the size or geographical distribution of the collection.

Changes of location shall be recorded without undue delay.

06 — Movement Records

Movement Records shall document the transfer of articles between locations, residences, archives, external service providers or temporary operational use.

Each movement record shall establish the date, purpose and destination of the transfer together with confirmation of receipt where appropriate.

Movement documentation shall preserve traceability throughout the administrative life of the collection.

07 — Conservation History

Conservation History shall constitute the permanent record of all conservation treatments, repairs, alterations and specialist interventions affecting the article.

Each entry shall identify the nature of the intervention, the date undertaken and, where applicable, the specialist responsible for the work.

The Conservation History shall form part of the permanent documentary record of the collection.

08 — Acquisition Records

Acquisition Records shall document the introduction of each article into the collection.

Where appropriate, records may include:

- Date of Acquisition
- Method of Acquisition
- Supplier or Maker
- Supporting Documentation
- Associated Provenance
- Initial Assessment
- Documentation Reference

Acquisition records shall establish the documented origin of the article within the collection.

09 — Record Review

Collection documentation shall be reviewed periodically to preserve its accuracy, completeness and operational integrity.

Reviews shall verify the consistency of inventory records, identification references, condition documentation, location registers and associated records.

Where discrepancies are identified, corrective action shall be undertaken promptly and recorded as part of the ongoing administration of the collection.

Closing Principle

Documentation constitutes the permanent operational memory of the collection.

The Private Wardrobe Office maintains documentation not solely as a record of individual articles, but as the evidential framework through which the collection is administered, preserved and capable of continuous stewardship throughout its lifetime.