



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 008 — Collection Review Standard

Version: 1.0

Purpose

To establish the standards governing the periodic strategic review of the wardrobe collection, ensuring that documentation, preservation, organisation and operational practices continue to support the long-term stewardship of the collection.

The review shall provide an opportunity to assess the collection as a whole and identify priorities for its continued development, preservation and management.

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01 — Collection Development

The review shall consider the overall composition of the collection, including:

- Balance and completeness
- Acquisition priorities
- Redundancies
- Collection growth
- Archive suitability
- Long-term collection strategy

Recommendations shall support the continued development of the collection in accordance with the client's objectives.

02 — Usage Analysis

Patterns of use shall be reviewed to evaluate how the collection functions in practice.

The review may consider:

- Frequency of wear
- Seasonal usage
- Rotation effectiveness
- Underutilised objects
- High-use objects
- Lifestyle changes affecting the collection

Findings shall inform future planning and collection management.

03 — Archive Review

Archived objects shall be reviewed to confirm:

- Continued suitability for archive
- Preservation status
- Retrieval requirements
- Reinstatement opportunities
- Archive organisation
- Storage efficiency

Where appropriate, objects may be recommended for return to active use or continued archival preservation.

04 — Documentation Audit

Collection records shall be reviewed to verify:

- Inventory completeness
- Documentation accuracy
- Image quality
- Metadata consistency
- Record integrity
- Location accuracy

Any discrepancies shall be corrected and recorded.

05 — Preservation Audit

The review shall evaluate the effectiveness of preservation practices across the collection.

Assessment shall include:

- Environmental conditions
- Storage standards
- Inspection schedules
- Maintenance history
- Conservation requirements
- Preservation compliance

Recommendations shall be made where improvements are identified.

06 — Operational Review

Operational practices shall be evaluated to ensure they continue to support efficient collection management.

The review may include:

- Workflow effectiveness
- Movement records
- Maintenance scheduling
- Archive procedures
- Collection standards compliance
- Opportunities for process improvement

Operational recommendations shall support continuous improvement within the Private Wardrobe Office.

Compliance

The Collection Review shall be completed at intervals determined by the Private Wardrobe Office, with a comprehensive review conducted at least annually.

Review findings shall be documented and retained as part of the permanent collection record to support accountability, continuity and informed decision-making.