



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 004 — Collection Archive Standard

Version: 1.0

Purpose

To establish the standards governing the designation, preservation and administration of archived garments and accessories, ensuring their long-term protection, traceability and accessibility while preserving their place within the overall wardrobe collection.

Archived objects shall remain active records within the collection and continue to be managed according to the principles of documentation, preservation and continuity.

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01 — Archive Criteria

Objects may be designated for archive where they meet one or more of the following considerations:

- Seasonal inactivity
- Historical significance
- Sentimental importance
- Limited or discontinued production
- Couture or bespoke construction
- Investment or collectible value
- Conservation requirements
- Low frequency of wear
- Collection strategy or succession planning

Archive designation shall be documented within the collection inventory.

02 — Archive Classification

Archived objects shall be organised using a consistent classification framework that supports efficient management and retrieval.

Classification shall align with the established collection hierarchy and may include:

- Collection
- Residence
- Archive Location
- Category
- Subcategory
- Preservation Classification

Classification methods shall remain consistent across all archive locations.

03 — Long-Term Storage

Archived objects shall be stored using preservation methods appropriate to their material composition, construction and significance.

Long-term storage shall provide:

- Stable environmental conditions
- Protection from light, dust and pollutants
- Appropriate physical support
- Adequate spacing to prevent distortion
- Preservation-grade storage materials
- Controlled access
- Routine environmental monitoring

Storage arrangements shall prioritise preservation over storage capacity.

04 — Archive Documentation

Every archived object shall retain a complete and current inventory record.

Archive documentation shall include, where applicable:

- Archive designation date
- Archive location
- Unique Identification Number
- Preservation Classification
- Current condition
- Storage method
- Conservation history
- Inspection history
- Retrieval history

Documentation shall ensure complete traceability throughout the object's lifecycle.

05 — Retrieval Procedures

Retrieval of archived objects shall be authorised, documented and recorded within the collection management system.

Retrieval records shall include:

- Date of retrieval
- Reason for retrieval
- Authorising individual
- Condition upon removal
- Temporary location (where applicable)
- Date returned to archive or reinstated to active wardrobe

Objects returned to archive shall undergo a condition assessment before storage.

06 — Periodic Review

Archived collections shall be reviewed at scheduled intervals to verify:

- Documentation accuracy
- Storage conditions
- Physical condition
- Preservation requirements
- Collection relevance
- Archive classification

Review findings shall be recorded and any corrective actions documented.

Compliance

All archived collections managed by the Private Wardrobe Office shall comply with this standard.

Any departure from these requirements shall be documented, justified and approved to maintain the integrity, continuity and preservation of the collection.