

Appendix 6

Table 6.1 – resolution of admin errors (business as usual)

Time frame	Activity <i>re-locate items (areas likely to be most fruitful without complete audit):</i>	To resolve <i>if possible</i>	Resources required <i>“Business as usual”</i>
Jul 2021-Jan 2022	Paper “shuttle” storage 6000 objects to audit	Completed – 55 previously recorded as missing, now allocated a location	Completed
Jan-Apr 2022	Metal store 6000 numismatics to audit	61 missing numismatics	0.2FTE for 16 weeks (Documentation Officer)
Feb-Nov 2022	Paper Store (drawers only) audit	248 missing prints	0.4 FTE for 33 weeks (2 x Curator)
Feb 2022	Loans audit	Confirm locations of all current loans out from AAGM collections (38 objects across 8 venues)	0.6 FTE for 1 week (Loans Officer)
Feb-May 2022	Maritime Museum ground floor store 2000 objects to audit	122 missing maritime objects	0.4 FTE for 17 weeks (2 x Curator)
Feb-Apr 2022	Torry store – Metal store (600 objects)	200 missing archaeology objects	0.4FTE for 13 weeks (2 x Curator)
Feb-Aug 2022	Torry store mezzanine (2400 objects)	200 missing archaeology objects (as above)	0.4 FTE for 29 weeks (2 x Curator)
Feb-Mar 2022	Fine Art temporary number reconciliation - 186 temp numbers to audit	249 fine art missing objects	0.6 FTE for 8 weeks (1 x Curator)

Table 6.2 – improvement of records and transparency (business as usual)

Dates	Activity <i>Increase transparency & vigilance:</i>	Level of work	Resources required <i>“Business as usual”</i>
Feb 2022 -Mar 2024	Publish new records for collection objects online via https://emuseum.aberdeencity.gov.uk/collections	50,000 records currently available online; total target 150,000 records (some referencing multiple objects)	0.8FTE ongoing (Documentation officer & 7x Curator)
Feb 2022 -Mar 2024	Increase digitisation & photography programme	Scanning collections – priority for volunteers 3D photography to be batched by size to avoid re-set of studio	0.8FTE ongoing (0.6FTE Photographer, 7x Curator)

Table 6.3 – Audit, research and reconciliation of historic losses and missing items

Timescale with additional resources	Activity <i>Complete a full collection audit, reconciliation of historic data:</i>	Focus of work	Resources required if operating <i>“business as usual”</i>	Timescale <i>“business as usual”</i>
Jun – Dec 2022 + Documentation officer 2.4FTE for 29 weeks	Progress with cataloguing of the institutional archive (bequest paperwork, accession registers, history files, correspondence, past council and sub-committee minutes etc.)	Historic losses	Documentation officer @ 2 days per week	Apr 2024 - Oct 2027 0.4FTE for 174 weeks
Jan – Aug 2023 2.0FTE for 34 weeks	Full audit of Treasure Hub (Hub 9) c. 90,00 objects	Outstanding missing objects	2 x curators @ 2 days per week	Apr 2024 – Jun 2026 0.8FTE for 55 weeks
Aug 2023 – May 2024 2.0FTE for 43 weeks	Full audit of Torry collection store c. 39,000; requires forklift	Outstanding missing objects	2x curators @ 2 days per week	Jul 2026 – Aug 2028 0.8FTE for 107 weeks

Timescale with additional resources	Activity <i>Complete a full collection audit, reconciliation of historic data:</i>	Focus of work	Resources required if operating "business as usual"	Timescale "business as usual"
(Forklift training)			(Additional forklift training)	
Jun 2024 2.0FTE for 5 weeks	Full audit of Maritime Museum displays c. 4000 objects; requires access to display cases	Outstanding missing objects	2 x curators @ 2 days per week	Sep - Nov 2028 0.8FTE for 12 weeks
Completed by end Jun 2024				Completed by end Nov 2028