

**Full Performance Evaluation**

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**The Division of  
Culture and History**

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**There is a Risk of Loss to the Archives and Museum  
Collections Due To Inadequate Storage  
and Insufficient Fire Protection**



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John Sylvia  
Director

September 15, 2002

The Honorable Edwin J. Bowman  
State Senate  
129 West Circle Drive  
Weirton, West Virginia 26062

The Honorable Vicki V. Douglas  
House of Delegates  
Building 1, Room E-213  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0470

Dear Chairs:

Pursuant to the West Virginia Sunset Law, we are transmitting a *Full Performance Evaluation of the Division of Culture and History*, which will be presented to the Joint Committee on Government Operations on Sunday, September 15, 2002. The issue covered herein is "There is a Risk of Loss to the Archives and Museum Collections Due to Inadequate Storage and Insufficient Fire Protection."

We transmitted a draft copy of the report to the Division of Culture and History on August 28, 2002. We held an exit conference with the Division on September 3, 2002. We received the agency response on September 6, 2002.

Let me know if you have any questions.

Sincerely,

Handwritten signature of John Sylvia in cursive script.  
John Sylvia

JS/wsc

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*Joint Committee on Government and Finance*

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# Executive Summary

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## **There is Inadequate Protection and Risk of Loss to the Archives and Museum Collections Because of Improper Storage and Insufficient Fire Protection.**

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*Preservation of its 56,000 historical museum artifacts and its extensive collection of archival materials is a primary function of the Agency.*

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The Division of Culture and History serves as the repository for important documents, and artifacts linked to the State's history. Preservation of its 56,000 historical museum artifacts and its extensive collection of archival materials is a primary function of the Agency. During this audit, the Legislative Auditor toured the Cultural Center museum artifacts and archival materials storage areas, and found several conditions which pose a risk to the State's tangible history:

### **i Risks of Damage Or Loss Due to Storage Conditions -**

*Museum Artifacts Storage Area* - The museum artifacts storage area is used to store items, such as furniture or paintings, which have historic value to the State. It lacks standardized storage, has items that are inappropriately stacked, and lacks protective containers. These problems could result in a loss of museum artifacts.

*Archives Storage Area* - The archives storage area is used to store documents, records, books, or other historic papers, which have historic value to the State. The Legislative Auditor found the 23,445 square foot archives storage area, to be cluttered and disorganized. In addition, there is a backlog of deteriorating documents awaiting microfilm preservation.

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*During this audit, the Legislative Auditor toured the Cultural Center museum artifacts and archival materials storage areas, and found several conditions which pose a risk to the State's tangible history.*

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**i Inadequate Fire Protection** - The storage facilities of the Division do not currently meet the National Fire Safety Code, established by the National Fire Protection Association (NFPA) to address the specialized needs of cultural resources and the protection of records. Three of the leading fire loss conditions exist in the Cultural Center storage area.

**i Loss Due to Storage Disorganization or Internal Theft** - Currently, no independent inventories of museum artifacts or archival materials are routinely conducted. As a result of this, and the general disorganization of storage facilities, employees could easily take items out of the facility without raising suspicion.

The Division has acquired a very rich collection of artifacts and archival materials. However, just as acquisition is important, so is the care and preservation of those items. Each piece of the State's history is invaluable and, in many cases, irreplaceable. Since the Legislative Auditor's initial tours, the

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Division has responded by sending several items to surplus and clearing fire exits, but much remains to be completed. The Division must continue to improve the conditions found in the Archives storage areas, develop plans to improve the storage conditions in the Museum Collections Storage areas, and improve fire safety for both collections.

## **Recommendations**

1. The Division should request an assessment of the storage areas for archival materials and State Museum artifacts through one of the many national organizations to determine how improvements can be made and at what costs.
2. The State Museum should consider amending its present policy to allow for artifacts to be deaccessioned under certain circumstances.
3. The State Museum should set a goal of becoming accredited through the American Association of Museums.
4. The Division should 1) identify the cost and 2) move toward obtaining funds for the following items: installation of a sprinkler system in the storage areas, purchase of non-combustible storage cabinets to be used in collection storage rooms, and replacement of the open wire mesh barrier in the State Museum storage area with a one-hour fire rated wall between the State Museum storage area and the display areas.
5. The Division should explore with General Services establishing a direct tie to the Charleston Fire Department for immediate notification of fire in storage areas.
6. The Division should review all problems cited in the August 2001 BRIM Schirmer Report and make corrections, especially the clearing of all obstructed and inappropriate storage areas.
7. The Division should develop duplicate museum and archives collections inventories to be secured at an off site storage location.
8. The Division should develop a plan to alleviate the backlog of archival items that need to be microfilmed and processed.
9. The Division should comply with the Inventory Management Regulations by entering reportable property and guns into the fixed asset system of the State.



# Review Objective, Scope and Methodology

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This Full Performance Review of the Division of Culture and History is required and authorized by the West Virginia Sunset Law, Chapter 4, Article 10, Section 5 of the West Virginia *Code* as amended. The Division of Culture and History serves as the State's official agency to collect, preserve, and make available to the public items relating to West Virginia's heritage which include 56,000 museum artifacts, and a large collection of archival materials. The storage areas of the West Virginia State Museum and the West Virginia Archives are critical to the safe maintenance of these irreplaceable items of the State's tangible history.

## Objective

The objective of this audit is to determine if the Division has storage standards, housekeeping plans, adequate fire safety, and meets national standards in regard to storage and preservation methods.

## Scope

The storage areas of the Division of Culture and History used for the storage of museum artifacts, and archival papers, and the processing and storage of media materials were examined in Spring 2002. No off-site facilities of the Division of Culture and History were examined in report.

## Methodology

The Legislative Auditor examined *Code* requirements, the BRIM Schirmer report, and State Fire Marshal report, and the National Fire Safety Standards, and toured the storage areas in March, May, June and August 2002. The Legislative Auditor photographed the storage areas in May. The Legislative Auditor examined documents provided by the agency. This report was developed from personal interviews, a review of the American Association of Museums Collections Policies and Ethical Standards, consultation with fire safety and collections experts from the Smithsonian Institution, and research in museum and archival collections storage and preservation standards. Every aspect of this evaluation complied with Generally Accepted Government Auditing Standards (GAGAS).



# Issue 1

## There is Inadequate Protection and Risk of Loss to the Archives and Museum Collections Because of Improper Storage and Insufficient Fire Protection.

The Division of Culture and History serves as the State's official agency to collect, preserve, and make available to the public items relating to West Virginia's heritage. The Division has a vast collection of 56,000 museum artifacts, as well as a large collection of archival materials, due to generous citizen donations of significant and unique items and documents. Preservation of these items is a very important function of the Agency. During this audit, the Legislative Auditor toured the Cultural Center, which houses the Division's museum artifacts and archival materials storage areas. These tours found the following conditions, which pose a risk to much of the State's tangible history:

- ii **Risks of Damage Due to Storage Conditions** - There is a risk of damage or even loss to the State's museum artifacts and archives due to poor storage conditions.

*Museum Artifacts Storage Area* - The museum artifacts storage area is used to store items such as furniture, guns, dishes, clothing or paintings etc., which have historic value to the State or represent items used during



Figure 1

*Left: Museum Artifacts Storage Area*

*Below: Archives Storage Area*



Figure 2

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a specific period. These items also may have significant monetary value, such as rare weapons and rocks from the moon. This area, which has 6,677 square feet of storage for approximately 55,000 items, is limited in space. In addition, the area lacks standardized storage, has items that are inappropriately stacked, and lacks protective containers. These problems could potentially result in a loss of museum artifacts. In addition, the State Museum should consider changing its Collections Policy to deaccession (i.e. sell or release ownership) duplicated or unnecessary artifacts from its collections. A deaccession policy could assist in the removal of some items, increasing resources for the direct care of the collection.

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*The Legislative Auditor found the archives storage area, which encompasses 23,445 square feet to be cluttered and disorganized.*

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*Archives Storage Area* - The archives storage area is used to store documents, records, books, or other historic papers, which have historic value to the State. The Legislative Auditor found the archives storage area, which encompasses 23,445 square feet of space within the Cultural Center, to be cluttered and disorganized. In addition, there is a backlog of documents exhibiting signs of deterioration while awaiting microfilm preservation. Archives officials estimate that it will take over 12,000 hours to complete processing only a *portion* of archival materials. If one staff member were to work 40 hours per week on processing only, and presuming no *new* archival materials are added, the task of microfilming would be completed in August 2007.

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*Three of the leading conditions that contribute to fire loss exist in the Cultural Center storage area: no means of fire-suppression, ifire-loadingî of artifacts through stacking of items, and no direct tie to the fire department.*

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ii **Inadequate Fire Protection** - The storage facilities of the Division do not currently meet the National Fire Safety Code, established by the National Fire Protection Association (NFPA) to address the specialized needs of cultural resources and the protection of records. The Division is not immune to the threat of fire. Between 1980-88, the NFPA reported an average of 102 museum fires a year in the United States, resulting in an annual average loss of \$2.15 million. Three of the leading conditions that contribute to fire loss exist in the Cultural Center storage area. These conditions include: no means of fire-suppression, ifire-loadingî of artifacts through stacking of items, and no direct tie to the fire department.

i **Loss Due to Storage Disorganization or Internal Theft** - Currently, no independent inventories of museum artifacts or archival materials are routinely conducted. In addition, an inventory of items donated to the collections is not maintained in the Financial Information Management System (FIMS) of the State, as required by the Purchasing Division. As

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a result of this, and the general disorganization of storage facilities, employees could easily take items out of the facility without raising suspicion. Furthermore, without a proper accounting of the collections in the museum, items may not be properly insured for their monetary value.

**Inadequate storage, insufficient fire protection, and storage disorganization within the Cultural Center Building, could result in irreplaceable loss to the State's archives and museum collections.**

### Risks of Damage Due to Storage Conditions

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*The Legislative Auditor has since learned that the Division is increasing its efforts to improve the storage areas within archives, with the removal of surplus materials and reorganization of some floor space.*

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The preservation of West Virginia's heritage is one of the priorities of the Division. **Proper storage of archival materials and museum artifacts is an extremely important aspect of this preservation.** In March 2002, the Legislative Auditor toured the Culture and History area of the Cultural Center Building. Audit staff became concerned about the museum artifacts and archival materials storage and work areas, which were extremely cluttered and appeared disorganized. The Legislative Auditor has since learned that the Division is increasing its efforts to improve the storage areas within *archives*, with the removal of surplus materials and reorganization of some floor space. However, an August 2002 visit of the archives and museum storage areas found that many of the storage problems discussed in this report, such as a lack of standardized storage and backlog of microfilming, continue. **Poor storage conditions pose a risk that the collections, artifacts, and archives are not being preserved properly, and could consequently result in damage to much of the State's tangible history.**

### Museum Artifacts Storage Conditions

The Division currently has approximately 98% of its collections in storage. Experts in cultural property storage state that institutions should prioritize taking good care of stored collections, and characterize 90% of the collection that is typically in storage as its iheart.<sup>1</sup> The Division's collection has experienced tremendous growth in size from 1977 to 1993 and now encompasses 56,000 items. **Storage space becomes more limited with each new acquisition of artifacts because the State Museum Collections Policy does not allow for items to be deaccessioned. It does not sell, trade, transfer ownership or remove from direct professional guidance any material that becomes part of collections.**

In recent years, deaccessioning has become a prudent part of collections management. Museums, such as the Smithsonian, have begun deaccessioning

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items from collections. A deaccession policy at the Division would require a change in the State Museum Collections Policy and careful evaluation of the specific actions to be taken to deaccession a portion of collections. According to the Code of Ethics of Museums for the American Association of Museums (AAM), deaccessioning policies should be consistent with the museum's mission and proceeds should be used for the acquisition of items or the direct care of the collection. With collections continuously increasing, it may benefit the Division to identify items that may be of value, but have little historical significance. **It does not benefit the Division to have something of value if it cannot be properly maintained and displayed.** Disposal of such items in the collections could provide the Division with another means to care for the collections in place.

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*Based on the Legislative Auditor's tours of the Museum artifacts storage area, and research performed, it was found that there is a high risk of damage to the artifacts collection in storage.*

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Based on the Legislative Auditor's tours of the Museum artifacts storage area, and research performed, it was found that there is a high risk of damage to the artifacts collections in storage. See photos of the West Virginia Cultural Center Museum storage areas on the following page. Factors contributing to this risk include size of the storage area, lack of standardized storage, lack of protective containers, and stacking of items<sup>1</sup>. Other museums offer good examples of how museum storage can be organized. For example, the Minnesota History Center has storage areas with custom-built shelving, and are very uniform, neat, and clean. To achieve such standards would undoubtedly cost millions of dollars. However, with proper funding, much could be achieved in regards to reorganizing and protecting the artifacts of the museum. The pictures of the Minnesota History Center on the following page merely serve to demonstrate what can be done and the high standards of some museums.

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<sup>1</sup>The weight of stacking delicate items could crush or heighten deterioration of artifacts.



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## West Virginia Division of Culture and History



*Figure 4*



*Figure 3*

*Above Right: DCH Painting Storage*

*Above Left and at Right:  
DCH Loose Artifact Storage*



*Figure 5*



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## Minnesota History Center



*Above Left: MHC Shelf Storage*

*Above: MHC Painting Storage Racks*

*Left: MHC Drawer and Cabinet Storage*

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In the comparison of the photos for the West Virginia State Museum storage, and those for the Minnesota History Center, it is apparent that there is significant room for improvement in West Virginia's storage. The following risks of damage were found in the West Virginia State Museum due to the current storage conditions:

- i **Size of Area.** With only 6,677 square feet, the area housing the Museum artifacts storage is not large enough to hold the large number of artifacts now contained in the collection. The various types of shelving and cabinets currently utilized contribute to the problem. Better standardized shelving would serve to make more room and eliminate crowding and stacking of items.
- i **Lack of Standardized Storage.** The storage shelves are a collection of various types. Many appear to be donated from other agencies, or hand-built, adding to the non-uniformity of the storage area. Storage of Museum artifacts must accommodate items that are not uniform in size, shape or materials. Thus, it is difficult to standardize storage. **In addition, wooden racks that are presently used for storage of paintings are not recommended by national standards due to off-gassing of volatile components, which could damage the paintings and frames, as well as other artifacts located nearby.** Paintings and frames have also been damaged from the position of storage on the wooden storage racks. Vertical screens for hanging paintings provide a better means of storage, and can be professionally built or could be built in-house by Division staff.
- i **Lack of Protective Containers.** Some artifacts are at risk of deterioration because they are not stored in acid free containers. One reason to store items in such boxes is to protect them from dust and light. The Agency attempts to control dust by the use of a modern air conditioning system. However, dust is still a problem due to a work area adjacent to storage. According to Museum staff, the preparation of items in this area creates additional dust that can be carried over to the museum artifact storage area. The two areas are separated only by a chain link fence, which does not prevent dust from entering storage. Staff uses acid free boxes to store some artifacts, which protects from dust, but the acquisition of acid free containers is a slow process due to the expense. Therefore, it could be many years before all of the items, which would benefit, will be stored in the appropriate acid free boxes.
- i **Stacking.** Due to the cramped conditions, and lack of a professional space storage system, the staff is forced to store some artifacts by stacking, resulting in possible damage to items from friction, weight or

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*Paintings and frames have also been damaged from the position of storage on wooden storage racks.*

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possible breakage from falling. The storage areas also present safety hazards because walkways have items stacked on the floor. Staff carefully handle and place items in storage, but damage to artifacts could occur as staff attempt to navigate through the narrow areas. It is possible that artifacts could fall off the high, open shelves.

- ï **Firearms/Weapons.** Firearms and other historic weapons are stored among other artifacts in the State Museum storage area. **Some of the weapons are modern firearms and should be locked in secure cabinets.** At present they are maintained behind two locked doors, but readily available within the storage area.

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*The State Museum staff is aware of the problems with the current museum storage conditions. In its budget request for Fiscal Year 2002, the Division listed a need for a iMuseum industry standard condensed storage system to properly store collection items not on display.î*

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The State Museum staff is aware of the problems with the current museum storage conditions. In its budget request for Fiscal Year 2002, the Division listed a need for a iMuseum industry-standard condensed storage system to properly store collection items not on display.î In addition, the Legislative Auditor reviewed an internal agency memo provided by the Commissioner that discusses the requirements needed for a new storage facility located off-site. Some of the specific requirements mentioned in the 2001 memo were:

- ï Storage would require appropriate shelving units. For example, the art racks should be metal fencing on a rolling rack; clothing should be on enclosed metal shelving and quilts on electronic rolling racks. Concrete floors should be able to bear weight.
- ï A holding area and inspection area is needed for new donations as well as any exhibits entering the collection.
- ï The Museum needs professionally trained conservators with knowledge in textiles, art, leather, paper, wood, metal and ceramics. These conservators would need separate laboratory spaces for different subject material-textiles and costume; ceramics and glass; metals; furniture; paper; art; and leather.
- ï There is a need for a shop for building crates, exhibits and other related woodwork.

Although the Division has assigned one individual to oversee the conservation of paintings, most of the above detailed requirements are not present in the current artifacts storage facility in the basement of the Cultural Center. The memo reflects museum storage standards listed by various national sources, which specifically mention padded drawer storage, cabinets, separate preparation areas and laboratory spaces. **State Museum staff appear**

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**knowledgeable of the problems within the museum storage area; however, it does not appear that the Agency has made the correction of these problems a priority.**

In addition to the storage issues discussed, the Museum is not currently accredited through the American Association of Museums. If the State Museum were able to address the handling of artifacts in storage and the policies surrounding the development of collections, this might allow the Museum to obtain this accreditation.

### **Archival Materials Storage**

Tours of the archival materials storage area found storage space of 23,445 square feet that could have been better utilized. Included in this area are many non-archival items, such as antiquated machinery and old furniture. A large amount of archival material in storage is not available to the public because it has yet to be processed by microfilming or cataloging. It is estimated that it could take at least four years to complete processing. These archival materials encompass audiovisual special collections, public records, manuscripts, photographs, blueprint drawings and map collections.

Observable problems in the utilization of space within archives included clutter and apparent disorganization, moldy items not segregated, and a backlog of documents exhibiting signs of deterioration while awaiting microfilm preservation. Archives staff are aware of the situation, and made a finance committee presentation to request funding for equipment, staff and acquisitions in August 1999. According to the Division, the only result of the presentation was Senate Bill 460, which authorized the Division to provide matching grants to political subdivisions for document preservation.

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*The initial tours of the archives storage and work areas found cluttered, disorganized library stack areas housing archival materials with many non-archival items, such as old chairs and desks, antiquated and out-dated equipment.*

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- i **Storage.** The initial tours of the archives storage and work areas found cluttered, disorganized library stack areas housing archival materials with many non-archival items, such as old chairs and desks, antiquated and out-dated equipment. Since then, the agency has made some improvements that include removing non-archival items to surplus property, building shelving and creating work spaces. However, many special collections waiting to be processed were stored in cramped spaces, on the floor, in mis-matching wooden shelving and lying loose or open, vulnerable to light, dust, mold and mildew. See pictures of the archives storage area on the following page.
- i **Mold/Mildew.** Audit staff observed items which appeared to have mold or mildew on them located next to uninfected archival materials.



Figure 9

## WVDCH Archives Storage Area



Figure 10



Figure 11

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## Mold or Mildew on Books in WVDCH Archives Storage



*Figure 12*



*Figure 13*

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*Audit staff observed items that appeared to have mold or mildew on them located next to uninfected archival materials. According to national standards, archival materials infected with active mold or mildew should be isolated from other items and cleaned to prevent the spread of these conditions.*

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According to national standards, archival materials infected with active mold or mildew should be isolated from other items and cleaned to prevent the spread of these conditions. A new HVAC system for the Cultural Center building now controls humidity. This has probably limited the active development of these conditions. However, should something happen to the HVAC system, these conditions could become active again and infect more archival materials. This problem should be assessed by an expert to determine if it is mold or mildew, whether it is of a type to be hazardous to human health, and if it is active. The materials should be properly cleaned. See photographs of the mold or mildew on books contained in the archives storage area on the preceding page.

- i **Microfilm Backlog.** Microfilming of documents also takes place in the archives. Microfilming is a distinct preservation process, and is a separate function from general processing. Despite newer methods, microfilm is still widely utilized by archivists to preserve archival documents. Currently, only two personnel are trained to use microfilm machines. They are available on a part-time basis due to other duties. Given the large backlog of documents, and the ongoing acceptance of new documents, it does not appear that the section is close to bringing the backlog under control. Archives officials estimate that two additional workstations, and three staff members are needed. The microfilm equipment in the archives is old and requires maintenance or replacement.

## **Current Storage Facilities Do Not Meet National Fire Safety Standards**

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*Fire is the most devastating threat to collections in storage because the loss would be irreversible.*

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Fire is the most devastating threat to collections in storage because the loss would be irreversible. **Between 1980-88, the National Fire Protection Association (NFPA) reported an average of 102 museum fires a year in the United States, resulting in an annual average loss of \$2.15 million. However, assigning a dollar value to irreplaceable items understates the loss to the State.** The current areas in the Cultural Center used for storage, the types of storage containers and the practices used by the Division do not meet the National Fire Safety Code, established by NFPA to address the specialized needs of cultural resources (NFPA 909) and the protection of records (NFPA 232). These standards are used by the State Fire Marshal, and by the Board of Risk Management (BRIM) in the annual loss prevention survey of the Capitol Complex made for BRIM by Schirmer Engineering Corporation.

A high risk of loss to the collection of State Museum artifacts and the

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archival materials exists in the event of a fire because the three leading conditions that contribute to fire loss exist in the Cultural Center. These conditions are:

1. **No means of fire-suppression.** A fire suppression system is a fire sprinkler system, or a gas system to suppress a fire at the origin. **Museum experts consider a fire suppression system the single most important factor in saving an artifacts collection and an archival collection once a fire is started.** Storage areas of the museum artifacts and archival materials lack sprinkler coverage, although it is present in other parts of the Cultural Center. This absence has been noted in the BRIM Schirmer Report since 1979.
2. **Artifacts are stacked, and not compartmentalized, creating a situation of fire-loading in the event of a fire.** The State Museum artifact collections storage area does not conform to the NFPA 909 standard: *Only noncombustible storage cabinets shall be used in collection storage rooms (1.6.3.3).* **Fire resistant cabinets are not consistently used to store either artifacts, or archival materials.** Both collections utilize open shelves.
3. **No direct tie to fire department.** Delay in discovering and reporting a fire when it is in its earliest stage contributes to extensive damage in a fire. The Cultural Center is part of the Capitol Complex and tied to a central alarm system, which is monitored by General Services 24 hours a day. The Charleston Fire Department is not notified until after the situation has been assessed, and a fire is determined to exist. Museum collections fire safety experts recommend a direct tie to notify the local fire department.

### **Additional Fire Safety Concerns**

There are several other concerns that arose from the study of fire safety standards and the BRIM Schirmer Report. They are:

- i **Hazardous Area Not Separated By a Wall.** In addition to the three conditions contributing to the spread of a fire, there is another structural situation that could contribute to a fire either starting or spreading, namely the mixed use of the State Museum's artifacts collections storage area. In this location, an area using machinery, glue and cutting devices for framing and mounting contemporary paintings is not separated by a wall. The NFPA standard states: *Hazardous areas shall be separated from other areas with a minimum of 1-hour fire rated construction and shall have an automatic fire suppression system (8.7.1)* The State Museum artifacts collections area is contained by a tall wire mesh



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*Debris and dust can easily come into the storage area from both sides of this location. A fire that started here would spread quickly, or a spark from this area could fly into the collections storage area and start a fire.*

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cage. At one end of the storage area, separated only by the wire mesh, the contemporary paintings preparation area is maintained. It abuts the collections storage area on two sides. At one location, wooden storage racks contain paintings that are stored against each other. On the other side, only wire mesh separates this from materials and activities that could start a fire. Debris and dust can easily come into the storage area from both sides of this location. A fire that started here would spread quickly, or a spark from this area could fly into the collections storage area and start a fire.

i **Inappropriate Storage and Blockage of Exits.** In August 2001, the BRIM Schirmer Report found seven areas where storage was located in inappropriate areas, such as corridors, and obstructions existed due to partitions and slide bolts on fire doors.

i **No Duplicate Collections Title Documentation.** The title document records for the entire State Museum artifacts collection are located in file cabinets behind a wall adjacent to the collections area. **This is the only title documentation for the State Museum collections.** In the event of a fire, the title documents could be destroyed. NFPA standards state a salvage plan should include: *Measures to maintain up-to-date copies of important documents in a secure, off-site location such as Collections inventories (e.g. accession, catalog, conservation and loan documents along with copies of donation and gift forms.)(2.4 (5) a).* This standard also exists for archival storage.

## **Risk of Loss Due to Storage Disorganization or Internal Theft**

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*In addition to the risks of loss from fire and damage from current storage conditions, risks exist from the loss of items due to disorganization and internal theft.*

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In addition to the risks of loss from fire and damage from current storage conditions, risks exist from the loss of items due to disorganization and internal theft. **Experts in cultural property storage indicate that administrative loss, which includes storage disorganization and internal theft, is the most common cause of loss to cultural property.** During a tour of the facility, the Legislative Auditor noted that several areas of the facility were very disorganized. Specifically, the Archives audiovisual processing area, which processes photos, microfilms documents and archives films had many unorganized stacks throughout the room. **This area is extremely cluttered and disorganized.** Staff may be meticulous in their work, but items can easily become lost or damaged in such clutter. See pictures of the graphics processing area on the following page.

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## WVDCH Graphics Processing Area



*Figure 14*



*Figure 15*

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*Experts note that the greatest physical security threat to a collection is internal theft. Research indicates that regular inventories should be conducted to account for items in collections.*

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Experts note that the greatest physical security threat to a collection is internal theft. Research indicates that regular inventories should be conducted to account for items in collections. Such inventories are not necessarily a top-to-bottom accounting of all items, but random periodic inventories conducted by a person outside the responsible sections. The Legislative Auditor discussed inventory methods with archival staff and received responses that indicate a belief that items are accounted for through requests of archival items and frequent identification of artifacts as they are needed for exhibition. **No independent inventories of museum artifacts or archival materials are routinely conducted.**

**Not only is the Division failing to conduct independent inventories of its museum collection and archival materials, it is also not complying with the Purchasing requirement to inventory all reportable property. Purchasing guidelines require that inventories of reportable items purchased, or donated to the agency be conducted every three years and that these items be listed on the agency's inventory listing.** Reportable items are those that have a cost or an appraised value of over \$1,000. Currently, the Division is not reporting any of the donated museum artifacts or archival materials on this listing, despite the fact that many of these items would appraise for values greater than \$1,000. In addition, Purchasing requires guns, regardless of value, to be reported and re-checked every three years to make sure that serial numbers are entered correctly.

In addition to the failure of the Division to record all collections within FIMS, the Division does not consistently assign monetary value to donated items. This brings into question whether the museum artifacts and archives collections are adequately covered by BRIM, which currently insures the contents of the entire Cultural Center for \$4.3 million. Without consistent valuation, the Legislative Auditor questions whether all items within the museum and archives storage sections are sufficiently insured against possible loss in a catastrophic event.

With the general disorganization of storage areas and lack of inventory of these items, a catastrophic event, such as fire or flood, could leave the Division without its collections. In addition, employees could easily take items out of the facility without raising suspicion. Any items lost could possibly be irreplaceable. Without periodic or independent inventories, items could be missing for several years before being discovered.

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## Conclusion

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*Although a small area of storage for archives is organized, it is unacceptable to have such a rich collection of archival materials with the storage areas in the condition found during the initial tours.*

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The Division has acquired a very rich collection of artifacts and archival materials. However, just as acquisition is important, so is the care and preservation of those items. Each piece of the State's history is invaluable and, in many cases, irreplaceable. The three staff members of the Museum Collections are knowledgeable and work hard to preserve the artifacts contained in the collection but these staff members are constrained by limited space. In contrast are the larger areas of the Archives Collections. The Archives Collection staff is also comprised of knowledgeable, hard-working individuals but the areas containing these collections are very cluttered in some places, and under-utilized in other locations. Although a small area of storage for archives is organized, it is unacceptable to have such a rich collection of archival materials with the storage areas in the condition found during the initial tours. Adding to this is the fact that work areas also within the Archives were in extreme disarray. Furthermore, it is unacceptable to the Legislative Auditor that Culture and History senior staff, who work in these areas on a daily basis, would accept these conditions given their understanding of how important these artifacts and archives are to the State. **Since the Legislative Auditor's initial tours, the Division has responded by sending several items to surplus and clearing fire exits, but much remains to be completed.** The Division must continue to improve the conditions found in the Archives storage areas, develop plans to improve the storage conditions in the Museum Collections Storage areas, and improve fire safety for both collections.

## Recommendations

1. The Division should request an assessment of the storage areas for archival materials and State Museum artifacts through one of the many national organizations to determine how improvements can be made and at what costs.
2. The State Museum should consider amending its present policy to allow for artifacts to be deaccessioned under certain circumstances.
3. The State Museum should set a goal of becoming accredited through the American Association of Museums.
4. The Division should 1) identify the cost and 2) move toward obtaining funds for the following items: installation of a sprinkler system in the storage areas, purchase of non-combustible storage cabinets to be used in collection storage rooms, and replacement of the open wire mesh barrier in the State Museum storage area with a 1-hour fire rated wall between the State Museum storage area and the display areas.

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5. The Division should explore with General Services establishing a direct tie to the Charleston Fire Department for immediate notification of fire in storage areas.
  6. The Division should review all problems cited in the August 2001 BRIM Schirmer Report and make corrections, especially the clearing of all obstructed and inappropriate storage areas.
  7. The Division should develop duplicate museum and archives collections inventories to be secured at an off site storage location.
  8. The Division should develop a plan to alleviate the backlog of archival items that need to be microfilmed and processed.
  9. The Division should comply with the Inventory Management Regulations by entering reportable property and guns into the fixed asset system of the State.



# Appendix A: Additional Photographs

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## Archives Storage Area & Graphics Processing



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## Museum Storage Area





# Appendix B: Transmittal Letter to Agency

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## WEST VIRGINIA LEGISLATURE *Performance Evaluation and Research Division*

Building 1, Room W-314  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0610  
(304) 347-4890  
(304) 347-4939 FAX



John Sylvia  
Director

August 28, 2002

Nancy Herholdt, Commissioner  
Division of Culture and History  
1900 Kanawha Boulevard East  
Charleston, West Virginia 25305-0300

Dear Commissioner Herholdt:

This is to transmit a draft copy of the next issue regarding the Full Performance Evaluation of the Division of Culture and History. This report is scheduled to be presented at the Sunday, September 15, 2002 interim meeting of the Joint Committee on Government Operations. It is expected that a representative from your agency be present at the meeting to orally respond to the report and answer any questions the committee may have.

We would like to schedule an exit conference on Tuesday, September 3, 2002 to discuss any concerns you may have with the report date. Please notify us to schedule an exact time. In addition, we need your written response by noon on Friday, September 6, 2002 in order for it to be included in the final report.

We request that your personnel treat the draft report as confidential and request that it not be disclosed to anyone except those agency employees who will prepare the response to the report or who will participate in the exit conference. Thank you for your cooperation.

Sincerely,

Handwritten signature of John Sylvia in cursive script.  
John Sylvia

Enclosure  
c: Kay Goodwin Cabinet Secretary

\_\_\_\_\_ *Joint Committee on Government and Finance* \_\_\_\_\_



## Appendix C: Agency Response

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West Virginia Division of Culture and History

**AFFIRMATIVE RESPONSE TO THE  
PERFORMANCE EVALUATION  
BY THE LEGISLATIVE AUDITOR'S OFFICE**

*The Division of Culture and History Wholeheartedly  
Endorses Recommendations For Better Storage  
Systems and Improved Fire Protection For Its  
Archives and Museums Collections*

September 2002

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**Introduction.** The mission of the West Virginia Division of Culture and History is to identify, preserve, protect, promote and present the ideas, arts, and artifacts of West Virginia's heritage, building pride in our past accomplishments and confidence in our future. The September 2002 performance audit report focused on protection of artifacts and archival materials under the direct supervision of two of the Division's sections - The Archives and History Section and The Museum Section. These Division Sections perform numerous services.

The Archives and History Section:

- Operates the Archives and History Library;
- Places historical records on the internet and maintains a website for researchers;
- Provides technical assistance to state, county and local records clerks;
- Administers the State Historical Highway Marker program;
- Maintains a Veterans Archive and Research Program For the Veterans Memorial;
- Publishes *West Virginia History*;
- Provides staff support to the Records Management and Preservation Board and the West Virginia Archives and History Commission; and
- Collects and preserves the State's public records and genealogical and historical materials.

The Museum Section:

- Operates the West Virginia State Museum;
- Supports historical and education efforts in local communities through outreach and technical assistance to local museums;
- Plans, researches, and selects artifacts for historical exhibitions, such as at the State Capitol;
- Manages a program that loans artifacts for exhibition at local museums currently serving forty-six locations across the State;
- Identifies and receives transfer of government artifacts; and,
- Collects, conserves, and protects artifacts.

The Archives and History Section of the Division currently has 18.5 permanent employees with no vacancies. Two additional positions have been approved for upcoming projects under Archives and History - A Records Preservation Program that will serve county government; and, Project Access which involves the digitizing and placement of hundreds of thousands of archived marriage, death, and birth records on the internet.

The Museum Section currently has three permanent employees with one vacancy. One additional employee is employed as a historian and focused on the Museum Renovation project and two additional employees have been approved for later stages of this project.

The September 2002 Performance Audit report focused on matters pertaining to the protection of artifacts and archival materials currently in the possession of the Division and under the direct

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supervision of either the Archives and History Section or the Museum Section. The report did not cover the additional services performed by these or other Sections of the Division.

**Affirmative Response to Audit Findings.** In general, the Division of Culture and History concurs with the Legislative Auditor's Office that:

- The protection of artifacts and archival material is a very important function of the Division's Archives and History and Museum Sections.
- The Division, including its collections processing areas, would benefit from larger spaces and more room for storage.
- Better storage systems would provide better protection for valuable and irreplaceable artifacts and archival materials.
- Improved fire protection of Division collections would be in the State's best interests.

**Initiatives That Have Helped Protect Collections.** In responding to the report by the Legislative Auditor's Office, the Division recognizes the significant contributions made by the State Legislature toward protecting Division collections. In recent years, the State Legislature has appropriated approximately \$6 million dollars to **protect the collections from water and moisture damage, mold, excess humidity and other environmental risks.** This included:

- Replacement of the high roof of the Cultural Center in 1994 (\$300,000);
- Renovation of the Cultural Center's plaza deck in 1997 (\$1.3 million); and,
- Replacement of the Cultural Center's HVAC system in 2001 (\$4.1 million).

The State Legislature has done more than to provide funds for improving the environment housing artifacts and archival materials under the supervision of the Division. The State Legislature has also helped **enhance security at the Cultural Center to protect the collections:**

- Installation of a chain link security fencing with locked gates surrounding Museum Collections Storage in the mid 1980s.
- Installation of a large, fire proof safe to store valuable artifacts in 1985.
- Installation of a proximity card access system and a door contact alarm system, one of the first such systems on the Capitol Complex, in 1989.
- Installation of a closed circuit television monitoring system in 1990, plus additional subsequent upgrades.
- Placement of a full unit of security personnel within the Cultural Center in 2002, security officers who have specialized training in collections security.

The State Legislature has also provided funds to significantly improve **custodial services to protect collections** at the Cultural Center. This has helped to protect the collections from dust, mishandling of exhibits by untrained contractual custodians, and potential theft of items on exhibit by contractual custodians. This funding has also significantly improved the disposal of

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trash and surplus property.

- The first Division employed custodian was hired in August 2001.
- By July 2002, the Division had a fully trained custodial unit for the first time ever.

The State Legislature has also provided funds to maintain the Cultural Center and its systems. This includes two full time positions. Currently, the Manager of Facilities operations has been specially trained in Museum collections and also has a college degree in history. The maintenance mechanic position is held by a licensed electrician. **Proper maintenance of facility systems, such as preventive maintenance on the HVAC and the emergency generator, helps protect collections.** Support from the State Legislature has protected collections by enabling the Division to:

- Contract for pest management services;
- Contract for HVAC controls support;
- Employ staff who monitor for proper environmental conditions on a daily basis;
- Employ staff who regularly change HVAC filters that were especially designed to collect dust and to prevent mold and mildew;
- Employ staff who immediately respond to electrical issues to ensure safe operations; and,
- Address numerous facility needs that occur on a daily basis in a timely manner.

The Division has not been successful, however, in all efforts to improve collections storage. The Division repeatedly has requested funding to permit more efficient organization and storage of the collections. These requests have not been granted.

- For FY2000, the Division requested \$100,000 for storage equipment, shelving and supplies for the archives collection. Although the Division identified this request as one of its top two priorities for the year, it was not funded.
- For two years (FY2001 and FY2002), the Division requested money for conservation of the museum collection, including \$850,000 for an “industry-standard condensed storage system to properly store collection items not on display.” The requests, which were based upon an assessment by an independent firm, were not funded.

While important first steps in addressing the myriad of collection management issues facing the Division have been taken; the agency continues to address the on-going needs of a collecting institution.

**The Division Priority On Protecting Its Collections.** As previously stated, the Division concurs with the Performance Auditors that its collections would be better protected if the Division had more space, better storage systems, and improved fire protection. However, the

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Division is also aware of the fiscal limitations of state government at this time. Therefore, the Division prioritized fire protection of the Cultural Center and the collections it houses in the Division's budget request for fiscal year 2004. Refer to Appendix A for the Division's corrective action plan for life safety code violations found during a July 8, 2002, inspection by the State Fire Marshal. Correction of life safety code violations was prioritize because:

- Since moving from the State Capitol to the Cultural Center in 1976, not one artifact of the Division's collections has been damaged by storage conditions noted in the Performance Audit, such as the stacking of items.
- After hiring custodial and maintenance staff, and after the Performance Auditors' first visit to the center, there has been much improvement in storage of Archival materials (see photographs).
- The Division first became responsible for the Cultural Center facility on December 1, 2001. The Division obtained its first copy of any BRIM inspection report or Fire Marshal report during a meeting with the Legislative Auditors on June 25, 2002. On review of these reports and subsequent discussions with the State Fire Marshal and BRIM inspector, the Division became most concerned and immediately began corrective action. The Division is nearing the end of corrective action that can be taken within its existing budget. Yet, very serious deficiencies still exist and can only be corrected by legislative appropriation.
- While the Division understands the Performance Auditors' concern about internal theft of artifacts and understands that this possibility would be diminished by use of a new storage system, collections storage is considered reasonably secure. The only Division staff that would have an opportunity to steal an artifact in storage are Museum staff and Security staff because no other staff have a key. Further, artifacts of known high value are in a safe or a locked cabinet for hand guns. Therefore, protection from fire is a higher Division priority.

**Pictorial Tour of the Collections Storage Areas at the Cultural Center.** The following photographs were taken by a Division staff member on September 6, 2002. The Division's professional photographer was on an out-of-town assignment. The Division was only provided one and one half days to provide its written comments to the Performance Auditors' report. Therefore, there was no opportunity to arrange professional quality photographs and the quality of the following photographs do not necessarily meet Division standards. When viewing the photographs, please consider the following:

- How cluttered a Division collections or processing area appears on a given day is most relative to the quantity of collections recently acquired. The following photographs show a relatively cleared work space, especially compared to the photographs taken in March by a Performance Auditor. However, a few days after the date that the following photographs were taken, these areas may again appear cluttered if a large quantity of archival materials is donated.
- For an archivist, there is little alternative than to accept materials suspected of

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having historical value, even if there is a quantity of materials already possessed and awaiting processing. If archival materials are refused, they will sit in public and private attics, basements, cellars, barns, and other environments presenting risk. While conditions in the Division's collections storage may not be ideal at particular points in time, it is the archivists position that such materials are much better protected if accepted than if not accepted, even if the materials have to sit in a box in a corner for a while until processed.

- For an archivist, there is little alternative to accepting materials suspected of having historical value even if the materials are also suspected of being damaged. The archivist does not have the luxury of only accepting historical documents in perfect condition. Items seen in the following pictures that appear damaged were damaged prior to accession by the Division.
- Full staffing enabled significant improvements in storage areas from the time of the Performance Auditors first visit to present. The Performance Auditors saw the improvements during subsequent inspections.

**An acquisition program which has the trust of donors grows exponentially which further encourages donations, thereby resulting in more and more acquisitions to process.**

**Auditor's Recommendation for Pursuit of Accreditation by the American Association of Museums (AAM).** The Division appreciates the independence of the audit by the Legislative Auditors and has found the report to be helpful. Two recommendations in the report are most notable. Both pertain to pursuit of accreditation for the West Virginia State Museum - one recommendation is for an assessment of storage areas by a national organization, such as the AAM; and, recommendation three is to set the goal of accreditation by AAM.

The Division concurs with the above recommendations and comments that it has been in pursuit of accreditation for a considerable number of years. In 1990 and again in 1993, AAM representatives visited the Cultural Center to provide technical assistance on pursuing accreditation. While accreditation still appears somewhat elusive, primarily because of space and resource deficiencies, on the recommendations of the AAM steps have been taken by the Division toward accreditation:

- Environmental - repair of the roof, plaza deck, and replacement of the HVAC as previously discussed in this response to the Auditors' report;
- The construction of offices for Museum staff in 1999 so as to provide a separation from collections storage;
- Modification of the entire lighting of the Museum beginning in 1991 and continuing with current Museum renovation planning in order to protect artifacts from unsafe lighting;
- Purchase of equipment and supplies to ensure ongoing compliance with AAM recommendations; and
- Adoption of practices and procedures established by AAM, i.e., use of white





Archives Storage  
Maps/Flat Documents  
4th Floor, Cultural Center  
9/6/02



Archives Storage  
Maps/Flat Documents  
4th Floor, Cultural Center  
9/6/02



Archives Storage  
3rd Floor, Cultural Center  
9/6/02



Archives Storage  
Lower Level, Cultural Center  
9/6/02



Archives Processing  
Lower Level, Cultural Center  
9/6/02



Archives Processing  
Lower Level, Cultural Center  
9/6/02



Archives Processing  
Lower Level, Cultural Center  
9/6/02



Museum Storage  
Lower Level, Cultural Center  
9/6/02





Museum Storage  
Lower Level, Cultural Center  
9/6/02



Museum Storage  
Lower Level, Cultural Center  
9/6/02

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gloves when handling artifacts.

The steps taken by the Division toward AAM accreditation, including the environmental improvements at the Cultural Center, and the trust held by professional organizations and individual artists that Division staff will protect property have resulted in a rich variety of exhibitions at the Cultural Center. In addition to juried exhibitions and exhibitions by state artists, the two most notable exhibitions loaned to the Division by major organizations have been:

- *Henrietta Marie*, loaned to the Division by the Mel Fisher Maritime Heritage Museum in 2000; and,
- *Schindler*, loaned to the Division by the United States Holocaust Memorial Museum and currently on display.

**The Museum Artifacts Storage Problem Is Affected by The Museum's Renovation.** The Performance Auditors found that 98% of the Division's artifacts are in storage. This figure was compared to a 90% figure that the auditors reported as the expert recommended maximum relative amount of artifacts in storage. While the Division agrees that it very much needs a better storage system (a likely \$1 million investment); and the Division also agrees that its accessioning practices have been very successful (now 56,000 items); the Division objects to the above method of comparing quantities of stored versus displayed items because of the Museum renovation project.

At this time, the Museum has undergone many changes in preparation for its complete renovation. One of the most significant changes is that both ends of the existing Museum have been blocked off and exhibit items were placed in storage, thereby creating a much smaller existing Museum space and more storage. The blocked off areas will be used for exhibit preparation for the new renovated Museum. When final decisions have been made about which artifacts to place in the renovated Museum, the ratio between stored versus displayed items will dramatically change. It is possible, if not likely, that the Division will be well within the Auditor's expert recommended ratio of stored versus displayed artifacts once the renovated Museum is operational.

**De-accessioning of Museum Artifacts Is Not a Solution to the Museum Storage Problem.**

The Performance Auditors recommended that the Division consider amending its present policy to allow for the de-accessioning of artifacts. The Division agrees and will consider both its accessioning and de-accessioning policy and practice. However, it is the Division's position that de-accessioning of artifacts, giving them back to donors, will have minimal impact on the collections storage problem. Further, it is the Division's position that any de-accession could threaten the Division's very effective accession program if not approached with extreme caution. Simply stated, donors who expected their family treasures to be protected for the rest of their lives could be offended if asked to take their artifacts back home to the environmentally unsafe conditions of attics, basements, and garages.

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Unless the Division secures resources to install standardized storage units and to increase microfilming of archival materials; or, is provided more space in an appropriate environment to store artifacts and archival materials, in the next few years there are only two solutions to the storage problem. **Without more resources or space, the only solutions to the Division's storage problems are very, very bad options:**

- Stop collecting artifacts and archival materials. In addition to being a violation of the Division's statutory mission, this option would harm countless generations for years to come.
- Revise the mission of the Division's Archives and History Section to narrow the scope of its collections. This could, as an example, involve stopping the practice of archiving state newspapers.
- Revise the mission of the Division's Museum Section to eliminate services to local museums, schools, and public buildings, such as the State Capitol. This would involve restricting Museum storage to items intended to be placed on potential exhibit only at the State Museum and the elimination of other artifacts used for potential exhibition in other settings.

The Division rejects the above options and pledges diligent effort toward obtaining the resources and space to continue its highly successful accession practices into future years.

**BRIM Coverage of Artifacts and Archival Materials.** The Legislative Auditors found that the contents of the Cultural Center was insured for \$4.3 million. Their draft report questioned whether or not a loss would be fully covered by BRIM in the event of a catastrophic event, such as a large fire. The answer to this question immediately given by the Division to the auditors was, "NO".

The Division currently spends about \$34.5 thousand on its BRIM premium. The Division would accept an increase in coverage up to the maximum amount that the State Legislature would be willing to appropriate for its BRIM premium. However, in consideration of increased BRIM coverage, the Division emphasizes to State officials that its artifacts and archival materials are irreplaceable. **No amount of BRIM coverage could replace the most valuable contents of the Cultural Center.**

**The Division finds that its BRIM coverage is adequate for all situations except for a catastrophic event.** Since the Division moved into the Cultural Center in 1976 there have been only four claims of loss made to BRIM. The Division would need additional coverage in some circumstances, such as to cover items not owned by the State of West Virginia. Given limited State resources at this time, however, the Division recommends that any available funds for Culture and History **not** be appropriated for higher BRIM premiums. Instead, the Division recommends that such funds be used to protect the artifacts and archival materials from catastrophic events and to increase Division programming since the items would be irreplaceable anyway.

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**The Division Agrees With Most of the Report’s Recommendations.** In general, the Division agrees with most recommendations made by the Performance Auditors. Actually, the Division had already pursued almost all of the recommendations prior to the Performance Audit. The clearing of all obstructed and inappropriate storage areas was taken care of before the Performance Auditors even arrived to audit. Duplication of inventories and inventories available on the internet had already been started. Since these inventories go back over a century, however, without additional resources this process will be very time consuming.

The Division is especially proud that the Performance Auditors commended its line staff as knowledgeable and hard working. Its staff is certainly a tremendous Division resource. Implementation of most of the recommendations, however, will require the securing of additional resources at a time of potential budget cutting. As previously discussed in this report, of all the recommendations in the Performance Audit, the Division has prioritized correction of fire code deficiencies as the most important to pursue at this time.

The Division admits that its policy and practices on accessioning, processing, and storing artifacts and archival materials are not perfect. However, the Division asserts that because of the hard work and dedication of its most valuable resource - a staff with very low turnover - the State of West Virginia has received an excellent return on its investment with the Division of Culture and History. The Division will continue to improve its services to the State of West Virginia.

**The Only Major Area of Disagreement.** The Division strongly objects to the Performance Auditors’ recommendation that it should “comply” with the Inventory Management Regulations promulgated by the Division of Purchasing. “Compliance”, by the Auditors’ interpretation, would involve entering acquisitions into the State’s Financial Information Management System (FIMS) as if the acquisitions were fixed assets of the State of West Virginia. The Division finds:

- The Division complies with Purchasing Regulations in that it enters data about its fixed assets into FIMS. These include all purchases over \$1 thousand with a life expectancy of one year or more; or donations meeting the same criteria if it is a fixed asset. For example, if someone would donate a bull dozer to the Division for use at Camp Washington Carver, the Division would consider the donation to be a fixed asset and would enter the data into FIMS.
- However, Purchasing Regulations do not properly distinguish between fixed assets and acquisition of artifacts and archival materials by the Division. This is a weakness, an oversight, in the regulations and not a Division compliance issue. Such is an accurate statement regardless of any interpretation now applied by either the Legislative Auditor or the Division of Purchasing.
- The Division is also in compliance by reporting to the Financial Accounting and Reporting Section (FARS) of the Department of Administration. Each year, the Division submits a form entitled “AAP/GASB 34 Reporting Form - Works of Art

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and Historical Treasures” to FARS. Instructions for completion of the form state, “DO NOT LIST INDIVIDUAL ITEMS ON THIS FORM”.

- The Division also recognizes that the West Virginia Statewide Accounting Policies and Procedures on Fixed Assets, 50.20.80, which require the reporting of library holdings to be aggregate, not itemized, if the cost is equal to or greater than \$25,000.
- There is a big difference between a Museum or Archival acquisition and a fixed asset:
  - A fixed asset typically depreciates whereas historical treasures typically appreciate in value.
  - A fixed asset is typically liquidated at the end of its useful life whereas historical treasures are protected forever.
  - A fixed asset is much more likely to be considered for sale at a time of financial need whereas donated artifacts and archival materials protected by state museums are never sold for profit but returned to donors if ever de-accessioned.
  - While both fixed assets and museum or archival collections may be property of the State, collections are placed in state custody solely for their protection and preservation. Collections are not placed in state custody to further the financial interests of the business of the State. For example, a dump truck used to salt roads would be a fixed asset because it furthers the business interests of the State.
- Entry of Museum and archival materials into FIMS as fixed assets would require the monetary appraisal of the item or collection. The Division appraises based on the historical value of items or collections. It does not appraise the monetary value because it would be irrelevant to the accession process and to do so would be cost prohibitive. The Division does not know the monetary value of most of its collections and with collections as large as the Division maintains, even if money would be appropriated to do so, appraisal could take years.
- As collections typically appreciate in value, monetary appraisal would have to be annual at an exorbitant cost for accurate entry of values in FIMS.
- Once appraised for monetary value, even the entry of the data into FIMS for such large collections would be cost prohibitive and beyond the current means of the Division.
- The Division contacted five other state museums and found that none of the museums appraise the monetary value of acquisitions. The Division then contacted the American Association of Museums and verified that monetary appraisal is not an accreditation standard and could raise ethical issues during the accession process.
- Monetary appraisal by the Division would likely discourage donations.
- The listing of the monetary value of items in Division collections in FIMS could expose the items to security risk even though FIMS has protections against

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unauthorized access. The Performance Auditors raised the issue of the risk of internal theft. At a minimum, the practice of placing the monetary value of Division collections in FIMS would expand the risk of artifacts on exhibit to all authorized FIMS users, plus any unauthorized users that hacked the system.

- The treatment of the Division's collection as fixed assets is philosophically incorrect. State Government should not turn to Division acquisitions as a revenue source even in the hardest of economic times.
- Given the above objections, if the State Legislature wants to appropriate funds for a monetary appraisal of Division collections, the Division does not further object if:
  - The monetary appraisal is conducted by a body independent of the Division of Culture and History;
  - The monetary appraisal data is not entered into any database and access to itemized information is restricted and not subject to the Freedom of Information Act; and,
  - Only aggregate data is released to the public so as to protect individual items on exhibit from potential targeted theft.

**Conclusion.** The Division of Culture and History extends its appreciation for the interagency efforts and concerns about the protection of State artifacts and archival materials. With one exception, the Division concurs with recommendations of the Performance Audit for better protection of these items and collections. The Division continuously strives for optimum performance to the State of West Virginia and believes that it has proven itself to be a solid investment in the State's future.





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**Appendix A**

**Fire Safety Inspection Report**

**Corrective Action Plan**

**The Department of Military Affairs and Public Safety  
Office of the State Fire Marshal**

**Fire Safety Inspection Report**

**Corrective Action Plan**

**Submitted by the Division of Culture and History**

**August 27, 2002**

|                         |  |                                   |                       |  |                |
|-------------------------|--|-----------------------------------|-----------------------|--|----------------|
| <b>Inspection Date</b>  | 07/08/02                                 | <b>Inspection Type</b>            | RE-INSPECTION         | <b>Last Inspection</b>                               | 09/02/93       |
| <b>Facility</b>         | W.V. State Capitol Complex               |                                   | <b>Building</b>       | Culture and History - Library Commission Building #9 |                |
| <b>Occupancy</b>        | Assembly Class B/Business                |                                   | <b>County</b>         | Kanawha  |                |
| <b>Administrator</b>    | Bob Eggleton, Director of Administration |                                   | <b>Phone No.</b>      | 558-0220   |                |
| <b>Mailing Address</b>  | Address                                  |                                   |                       |  |                |
|                         | City                                     |                                   | State                 |  | Zip            |
| <b>Physical Address</b> | Address                                  | 1900 Kanawha Blvd. E., Building 9 |                       |  |                |
|                         | City                                     | Charleston                        | State                 | WV   | Zip 25305-0300 |
| <b>Construction</b>     | Type II 000                              | Sq. Feet                          |                       | Height   | 4 Story        |
| <b>Occupant Load</b>    | Licensed For                             |                                   | Current               | Maximum  | Theater 500    |
| <b>Sprinkler</b>        | Part                                     | Type                              | 13                    | Tested   |                |
| <b>AES</b>              | No                                       | Type                              |                       | Tested   |                |
| <b>Fire Pump</b>        | No                                       | Type                              |                       | Tested   |                |
| <b>Generator</b>        | Yes                                      | Tested                            | Weekly                |  |                |
| <b>Fire Alarm</b>       | Yes                                      | Tested                            |                       |  |                |
| <b>Fire Drills</b>      | Yes                                      | #                                 |                       | Last Drill   |                |
| <b>Fire Marshal</b>     | Rudy L. Raynes                           |                                   | <b>Accompanied By</b> | N. Fetterman/B. Eggleton/Mark Lynch                  |                |
| <b>Compliances</b>      | 2  | <b>License Recommendations</b>    |                       | <b>Fee</b>   | <b>\$75.00</b> |

**REQUIREMENTS**

1. Extend fire alarm to include detection in the following areas:
  - a) Heat detector in the print shop.
  - b) Smoke detector top of elevator shafts.
  - c) Smoke detectors in rooms and/or areas dedicated for the location of electrical distribution

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- panels or transformers.
  - d) Locate manual pull stations at each exit door in the Great Hall.
  - e) 4<sup>th</sup> floor north relocate manual pull station within 6 feet of the exit door.
  - f) Provide a smoke detector in the stage pit hydraulic area.
  - g) House lights in the theater shall be activated by the fire alarm.
  - h) Locate audible and visible fire alarm devices in the main theater.
  - i) The elevators shall have elevator recall when the fire alarm is activated.
  - j) REMOVE plastic covering from smoke detector on 3<sup>rd</sup> floor top of stage area. SFC Section 11.1 and 11.2. (09/93)

**Corrective Action Plan.** With respect to items 1.b. through 1.i. pertaining to fire alarms and detection, the Division prepared both improvement level and supplemental appropriation requests to the State Legislature in an effort to meet these requirements. Based on a recently conducted thorough assessment of the detection system by Simpson Technical Services, it would cost \$39,704 to address deficiencies 1.b. through 1.h.; and, an additional \$21,000 for an elevator recall system for the three elevators as listed in item 1.i. Corrective action will require legislative appropriation.

Two items were immediately addressed on receipt of the Fire Safety Inspection Report on August 6, 2002. Item 1.a. concerning the need for a heat detector in the Library Commission print shop has been addressed. The Library Commission completed a purchase order and this detector should be in place and operational no later than September 15, 2002. Item 1.j. concerning plastic covering on a smoke detector was corrected within a week of the Division having received the Fire Safety Inspection Report.

2. Provide approved exiting:

- a) When the museum is closed there is dead-end corridor down ramps exceeding 50 feet. NFPA 101 13.2.5.1. (09/93)

**Corrective Action Plan.** The Division will order and place stanchions to barricade this corridor when the Museum is closed. The stanchions will be in place within the next year as funding becomes available.

- b) When exiting the theater toward the rear of the building off the ramps by the offices doors to the rear corridors the doors blend into the wall and are not clearly recognizable. NFPA 101 7.5.2.2. (09/93)

**Corrective Action Plan.** The Division will remove these doors during the next period of "down time" in programming, one door at a time, sand the finish and reapply a finish that contrasts to the walls. Both doors will be finished within the next year.

When exiting out of the theater the doors to the rear of the building off the ramps do not provide for enough clear width for means of egress from the door to the stairs. NFPA 101 7.3.3. (09/93)

**Corrective Action Plan.** The Division considers the above deficiency to be an architectural design matter that cannot realistically be corrected.

- d) There shall be NO storage in corridors, exit passageways from the balcony to the exits.

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NFPA 101 7.1.3.3. (09/93)

**Corrective Action Plan.** Corrected. Subsequent inspection resulted in approval.

- e) REMOVE storage room from the balcony exit passageway by Culture & History.  
NFPA 101 7.1.3.3. (09/93)

**Corrective Action Plan.** Corrected. Subsequent inspection verified that the storage room had been removed.

3. The Great Hall is a vertical opening and does not meet the requirements of  
NFPA 101 8.2.5.  
NFPA 101 13.3.1. (09/93)

**Corrective Action Plan.** The Division contacted the Office of the State Fire Marshal and was instructed to disregard this item until further notice.

4. a) All corridors inside office areas shall maintain at least 36 inches of clear width to all exits.

**Corrective Action Plan.** Corrected. Subsequent inspection verified that all corridors had at least 36 inches of clear width.

- b) All corridors from the theater shall be continuously maintained of all obstructions or impediments to full instant use in the case of fire or other emergency.  
NFPA 101 7.1.10.1. (09/93)

**Corrective Action Plan.** Corrected. Subsequent inspection resulted in approval.

5. The stage is a legitimate stage and shall meet the following requirements:

- a) The roof vents in the roof shall open by the following methods:  
1) Manual pull.  
2) Such vent shall be automatic upon operation of two smoke detectors or stage sprinkler water flow. Note: Roof vent only opens on fusible link at present.  
b) The stage curtain shall lose upon activation of the fire alarm on the stage.  
NFPA 101 13.4.5.5 (09/93)

**Corrective Action Plan.** The Division contracted with Tiffin Scenic Studios, Inc., which inspected the stage concerning the above deficiencies and subsequently submitted an action plan to the Division. As part of its supplemental and improvement level requests to the State Legislature, the Division requested eight thousand dollars to correct these deficiencies. Correction will depend on appropriation.

6. There shall be NO storage within 18 inches of any sprinkler heads.  
Tech room and throughout the building.  
NFPA 13 (09/93)

**Corrective Action Plan.** Corrected. Division staff removed all storage within 18 inches of the sprinkler heads in the Tech shop and found no other areas deficient.

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7. Extend automatic sprinkler system to the following areas:
    - a) Storage area in old paint booth.
    - b) Trap room in center extend sprinkler system and REMOVE storage.
    - c) REMOVE fire proofing from sprinkler heads at catwalk stage area.  
NFPAl3 (09/93)

**Corrective Action Plan.** The Division contacted Brewer & Co., which conducted an initial inspection of the sprinkler system and provided advise on how to correct the above deficiencies using in-house labor. Most of the pipe and sprinkler heads were purchased using expiring funds from last fiscal year. Installation of these materials should be accomplished within the next 90 days. The Division also requested funding to expand the sprinkler system from the State Legislature. If funding is received, the Division will significantly expand the existing sprinkler system

Storage in the trap room is more problematic as there is inadequate storage space at the Cultural Center. Some storage has already been removed and there are plans to remove more within the next two months as staff move boxes pamphlets and records of to off-site locations. When all items not associated with presentations, such as a dance stage floor, and after the sprinkler system has been expanded, the Division will contact the Office of the State Fire Marshal to request an inspection and a possible variance for items that must be temporarily stored in the trap room in order to maintain proper Division operations.

8. The dust collector in the Tech Shop shall be used and designed to operate properly.  
NFPAl 1 (09/93)

**Corrective Action Plan.** Corrected. The Manager of Technical Services has instructed staff by memorandum on the proper use of the dust collector and will hold them accountable for performance.

9. Extend automatic sprinkler protection to the Print Shop. The Print Shop shall have 1 hour fire rated walls that go to deck and 1-hour fire rated doors, frame, assembly with self-closing device.  
NFPAl 101 13.3.2.1. (09/93)

**Corrective Action Plan.** After learning of this deficiency, Division staff met with Library Commission staff concerning the Commission's print shop. Division staff also requested and received re-inspection of the print shop by the Office of the State Fire Marshal. Division staff located original blueprints to verify that the walls and ceiling of the print shop are fire rated. As approved by the Fire Marshal who reinspected the print shop, Division staff will replace a door on the print shop with a fire rated door now hung on an office. This will be taken care of in the next 90 days. The Commission is trying to find funds to expand the sprinkler system into the print shop in its existing budget. This may not be possible. However, the Division has requested improvement level and supplemental funding to expand the sprinkler system and, if approved, the expansion will include the Commission's print shop.

10. The Print Shop shall flammable storage cabinets.  
NFPAl 30 (09/93)

**Corrective Action Plan.** Commission staff reported to Division staff that a cabinet will be

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purchased by the Commission within the next six weeks. Division staff will install the cabinet once it is received.

11. The Print Shop shall not have its doors propped open.  
NFPA 101 7.2.1.8. (09/93)

**Corrective Action Plan.** Corrected.

12. The Photo Lab shall have a vent to the outside.  
NFPA 101 9.2.4. (09/93)

**Corrective Action Plan.** Corrected. The photo lab is vented to the outside.

13. Provide a barrier at the first floor stairway which continues beyond the level of exit discharge.  
NFPA 101 7.7.3. (09/93)

**Corrective Action Plan.** The Division will purchase and place stanchions over the next year.

14. Replace the door to the Main Electric Power Transformer Room with a 1 hour fire rated door, mechanical assembly, with self-closing device.  
NFPA 80 and NFPA 101 13.3.2.1. (09/93)

**Corrective Action Plan.** The Division prepared improvement level and supplemental budget requests to submit to the State Legislature which included a request for funding to correct this deficiency. The estimated cost would be \$810.

15. Seal all penetrations in pipe chases, plumbing, electrical, and air ducts and shafts, mechanical rooms, and janitor's rooms.
- a) Lower level Ice Machine
  - b) Lower level Mechanical Room
  - c) Lower level Main Electrical Power Transformer
  - d) Tech Shop
  - e) Theater Stairs up to Stage door
  - f) 3<sup>rd</sup> floor Stage Area
  - g) Basement North
  - h) Telephone room
  - i) 2 South Ramp
- NFPA 101 8.2.3.2.4. (09/93)

**Corrective Action Plan.** The process of sealing penetrations has begun. The Division purchased a few bags of mortar, cement, and a few tubes of fire rated caulking. The process will continue over the next couple of years until all penetrations are sealed.

16. REMOVE rubber air hose that is run through the lower level of the building which is run through fire and smoke barriers and cannot be sealed around.  
NFPA 101 8.2.3. (09/93)

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**Corrective Action Plan.** This air hose has been disconnected at both ends and will be removed within 90 days.

17. There shall be illuminated exit signs throughout the building to mark the means of egress.

- a) Lower level Library
- b) Tech Services Computer Room
- c) 4 South Film Library
- d) Museum
- e) Great Hall
- f) North and South Briefing rooms
- g) 2 North Corridor

NFPA 101 13.2.8 and 13.2.10. (09/93)

**Corrective Action Plan.** The Library Commission staff have agreed to order illuminated exit signs for its lower level library, tech services computer room, and south film library. The signs will be ordered within two weeks and installed by Division staff shortly thereafter. The Division has prepared improvement level and supplemental budget requests for consideration by the State Legislature (\$963) to purchase the remaining signs. If funding is received, the signs will be installed within six months of receipt of the signs.

18. Provide approved electrical wiring in accordance with the National Electric Code:

- a) Electrical extension cords are not permitted to be used in place of permanent wiring.

REMOVE.

- 1) Museum storage
- 2) Archives Processing
- 3) Lower level Theater Stairs
- 4) Pit in front of stage
- 5) Studio
- 6) Print Shop
- 7) Tech Service Computer room
- 8) 2 South
- 9) TV Studio

**Corrective Action Plan.** The Division purchased \$700 worth of power strips for its areas. It also rearranged furniture in one office so as to move a desk closer to an outlet. Based on inspection by Division Security Personnel, there are no extension cords used in any offices at this time.

(a.1) There are no extension cords in collections (museum storage) and staff have been instructed to unplug any extension cords ever needed in the future after usage.

(a.2) Archives processing will be "hard wired" over the next year. All except one heavy duty extension cord in archives processing have been removed and it will be removed once the permanent wiring is in place.

(a.3) The only extension cord in the lower level theater stairs has been removed but a proper wiring for sound equipment still needs to be taken care of by Mountain Stage. The Division is working with Mountain Stage to have this accomplished within the next six months.

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(a.4) The cable in the pit in front of the stage will be wired directly to a junction box within the next 60 days.

(a.5) The Library Commission is not sure how to respond to this deficiency concerning its studio and requests technical assistance from the State Fire Marshal.

(a.6) The Library Commission removed extension cords from its print shop and replaced with power strips.

(a.7) The Library Commission removed extension cords from its computer room and replaced with power strips.

(a.8) The Division removed extension cords in 2 south and replaced with power strips.

(a.9) The Library Commission is not sure how to respond to the deficiency of extension cords in its TV studio and requests technical assistance from the State Fire Marshal.

b) Lower level yellow wire going to dust to dawn switch

**Corrective Action Plan.** This wire will be removed within 90 days.

c) REPLACE all MCI electrical cable with approved electrical wiring.

**Corrective Action Plan.** The process of replacing existing wiring with approved electrical wiring has begun. From the point of inspection by the Fire Marshal to present, approximately 2,000 feet of Romex, BX, and MCI cable has been removed and approximately 600 feet of wiring in conduit has been installed by the Division's licensed electrician. The Division prepared improvement level and supplemental appropriation requests for submission to the State Legislature that includes a request for funds to replace substandard wiring with approved wiring. However, this process could take a couple of years once funding is received.

d) REMOVE all wiring off of sprinkler piping.

**Corrective Action Plan.** The only wiring that Division staff could find located on sprinkler piping was in the stage area. As previously indicated, this wiring will be removed by Mountain Stage within the next six months.

e) REMOVE Romex wiring. NFPA70 (09/93)

**Corrective Action Plan.** Please see above corrective action plan 18.c. about the process of removing substandard wiring and replacing it with approved wiring.

19. a) Automatic sprinkler system shall be inspected quarterly by qualified personnel.

**Corrective Action Plan.** As previously mentioned in this inspection response, Brewer and Co. has already provided a tentative inspection of the existing system and provided advise to Division staff on improvements using in-house labor. The improvements will be completed within the next 90 day. Division staff will then contact Brewer for a formal inspection of the sprinkler system. How long it will take depends on Brewer which sometimes is so busy it



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takes longer than desired. The Division prepared improvement level and supplemental budget request for consideration by the State Legislature to fund sprinkler system inspections (\$1200) as such funds are not in its current budget.

b) Provide wax sprinkler head in paint booth.

**Corrective Action Plan.** The Division will purchase and install this wax sprinkler head within 90 days.

c) Provide and extend automatic sprinkler coverage to areas of the building requiring sprinkler protection: Basement which is an underground structure, Stage, dressing rooms, pit for stage NFPA 13 and NFPA 101 13.4.5.10. (09/93)

**Corrective Action Plan.** As previously noted, the Division has already purchased some pipe, inspection valves, and heads using last year's expiring funds. Using these materials some improvements will be made within the next 90 days. The Division has prepared improvement level and supplemental budget requests to be submitted to the State Legislature. These requests include a request for money to expand the sprinkler system to cover the entire facility.

20. Provide a handrail with guard in the wood shop where storage is located.  
NFPA 101 7.2.2.4. (07/02)

**Corrective Action Plan.** The Division prepared improvement level and supplemental budget requests to be submitted to the State Legislature that included handrails as listed in the Fire Marshal report.

21 . Provide intermediate handrails at the entrance to the building outside stairs. Handrails shall be located every 60 inches.  
NFPA 101 7.2.2.4.2. (07/02)

**Corrective Action Plan.** The Division prepared improvement level and supplemental budget requests to be submitted to the State Legislature that included handrails as listed in the Fire Marshal report.

22. Provide handrails at the entrance to the building ramps that is greater than 6-inch rise. The ramp may require an intermediate handrail since the opening is larger than 4 inches. Consult A.D.A. requirements.  
NFPA 101 7.2.5.4. (07/02)

**Corrective Action Plan.** Division staff inspected these ramps and referred to ADA requirements. The Division found that the ramps have rails that appear to meet ADA requirements. An ADA Consultant brought into the Cultural Center last March did not note any problem with the ramp or its rails, but did make several lower cost recommendations that the Division considers higher priority given funding to implement.

23. The smoke evacuate system shall be tested annually by qualified personnel.

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NFPA 92A (07/02)

**Corrective Action Plan.** The Division has a software maintenance contract for its HVAC, which houses its smoke evacuate system, which Mason and Barry. Within one week, the Division will contact Mason and Barry to determine if the smoke evacuate system testing is covered in this maintenance contract which requires on-site inspection twice a year. In either case, Mason and Barry will test the smoke evacuate system at its next on-site inspection as even if this is not covered it is not likely to be cost prohibitive.

24. Provide 1 1/2 hour fire rated doors on the airshafts in the stairwells.  
NFPA 101 8.2.3. (07/02)

**Corrective Action Plan.** The Division has prepared improvement level and supplemental appropriation requests for submission to the State Legislature that included the costs of these doors.

25. 4 North stairwell has a door that requires a 1 1/2 hour fire rated door.  
NFPA 101 8.2.3. (07/02)

**Corrective Action Plan.** The Division has prepared improvement level and supplemental appropriation requests for submission to the State Legislature that included the costs of this door.

26. 3<sup>rd</sup> floor electrical transformer room shall have a 1 hour fire rating. All penetrations and openings shall be sealed.

**Corrective Action Plan.** The Division has prepared improvement level and supplemental appropriation requests for submission to the State Legislature that included the cost of this door. Penetrations in the transformer room have been sealed and this item is corrected.  
NFPA 101 13.3.2.1.(07/02)

27. Provide 3<sup>rd</sup> floor storage room with a 1 hour fire rated ceiling or extend walls to deck and seal all penetrations with a 1 hour fire rated sealant.  
NFPA 101 13.3.2.1. (07/02)

**Corrective Action Plan.** This deficiency has been corrected by installing fire rated ceiling and sealing penetrations.

28. Provide handrails on ramp off of the balcony to the exit stairs.  
NFPA 101 7.2.5.4. (07/02)

**Corrective Action Plan.** The Division has prepared improvement level and supplemental appropriation requests for consideration by the State Legislature that included a request for funding for handrails.

29. Provide 2<sup>nd</sup> floor exit passageway from the balcony with a 1 hour fire rated ceiling OR extend walls to deck and seal all penetrations with a 1 hour fire rated sealant.  
NFPA 101 7.1.3.2.1. (07/02)

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**Corrective Action Plan.** The Division has located metal to use to reinstall the fire rated ceiling in this exit passageway, some ceiling tile, and has placed part of the materials on-site to begin construction within the next two weeks. As this will be a project that is worked on as staff have a little extra time, the ceiling will be completed at least within 90 days and probably much sooner. Division staff will also have the sealing of penetrations completed in this area within six months.

30. Provide hand rails on the stairs from the theater to the stage.  
NFPA 101 7.2.2.4.5. (07/02)

**Corrective Action Plan.** The Division has prepared improvement level and supplemental appropriation requests for consideration by the State Legislature that included a request for funding for handrails.

31. Provide stair identification signs on each floor landing.  
NFPA 101 7.2.2.5.4. (07/02)

**Corrective Action Plan.** The Division has signs for floor landings on each floor and requests technical assistance from the State Fire Marshal's Office to further explain what is required. As this is a low cost item easy to fix, the correction will be made immediately on clear identification of the deficiency.

32. REMOVE wiring off of stairs from the stage to the green room.  
NFPA 1 (07/02)

**Corrective Action Plan.** This wiring will be removed by Mountain Stage within six months.

33. Doors shall have only one lock on them. NO slide bolts, etc.  
NFPA 101 7.2.1.5. (07/02)

**Corrective Action Plan.** The Division is exploring options that can be approved by the Fire Marshal, meet BRIM concerns about burglary, and the Division's mission to protect state property. After 11:00 P.M. there is only one contractual unarmed security guard that patrols the State Capitol Complex, including Laidley Field. The center has underground patios with obscured doors and other doors that could be relatively easy places to break in. Even though the doors have alarms, the Division is concerned that a perpetrator could be in and out before law enforcement would arrive. Once the Division obtains a means of insuring security that the Fire Marshal approves, it will remove slide bolts and any extra locks from its doors.

34. Provide existing stairs with guards to prevent falls over the open side. Guards shall be not less than 42 inches in height and comply with NFPA 101 7.2.2.4.6.  
NFPA 101 7.2.2.4.1. (07/02)

**Corrective Action Plan.** The Division prepared improvement level and supplemental appropriation requests for consideration by the State Legislature and that included a request for the fund to cover the costs of railing.

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35. Relocate HVAC duct from 2nd floor exit stair that is running through it.  
NFPA 101 7.1.3.2.1. (07/02)

**Corrective Action Plan.** The Division requests approval by the Fire Marshal to leave this duct in place if the Division encloses it in fire rated material selected by the Fire Marshal's Office.

36. Provide handrails to door #17.  
NFPA 101 7.2.2.4.2. (07/02)

**Corrective Action Plan.** The Division prepared improvement level and supplemental appropriation requests for consideration by the State Legislature that included handrails.

37. Door #17 has only a 2 foot landing at the base of the stairs rather than a 3 foot landing.  
NFPA 101 7.2.2.3.2. (07/02)

**Corrective Action Plan.** The Division considers the size of this base to be part of the original architectural design of the Cultural Center and requests a variance as this would be difficult and expensive to correct, there are several fire exits in the immediate vicinity of this door, and this particular exit would be the least likely to use in most emergency evacuations.

38. Replace plywood ramp in north briefing room with fire rated plywood.  
NFPA 101 10.2.7.2. (07/02)

**Corrective Action Plan.** The Division has purchased fire rated plywood and will install it at least within 90 days.

39. Adjust exit door hardware on 4 South exit door.  
NFPA80 (07/02)

**Corrective Action Plan.** The hardware on this door has been adjusted and it works properly.

40. Stair 3 first floor south. REMOVE light fixture which reduces the exit width.  
NFPA 101 7.3.4.1. (07/02)

**Corrective Action Plan.** This light fixture will be removed within 90 days.

41. Replace plywood on Photo Lab storage room with 5/8 inch gypsum board for a 1 hour fire rating and extend sprinkler coverage to Photo Lab and storage room.  
NFPA 101 13.3.2.1. (07/02)

**Corrective Action Plan.** The Division has decided to dismantle the photo lab storage room as the Division has moved to digital photography and, therefore, the room no longer serves the intended purpose. Any storage needs in this room will be met with the purchase of metal shelving. The Division included the costs in its improvement level and supplemental appropriation requests to the State Legislature.

42. The Sample Library located in the basement does not meet the requirements for the type of construction which can be used in a Type II 000 building. The sample Library is a wooden

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structure and also does not meet interior finish.  
NFPA 101 13.1.6. (07/02)

**Corrective Action Plan.** The Library Commission responded to this Fire Marshal finding it would be too cost prohibitive to remove this library.

- 43.a) Provide the cellulose nitrate film storage area with a NFPA 13 automatic sprinkler system.  
NFPA40 3.1.  
b) Storage of Nitrate Film shall comply with Chapter 4 of NFPA 40.  
NFPA40 (07/02)

**Corrective Action Plan.** The Division staff member in charge of archival film responded to this finding that the Division only has a very small amount of Nitrate film. This staff member has contacted the Library of Congress and the National Archives who are equipped to work with this film to store these originals and to identify labs that can make duplicate copies on safety film for the Division collection. It is anticipated that this process can be completed within 90 days, probably sooner as it was placed high on the priority list.

44. Provide Flammable storage cabinets for the storage of flammable liquids.  
NFPA30 (07/02)

**Corrective Action Plan.** The Division prepared improvement level and supplemental appropriation requests for consideration by the State Legislature that includes a request for funds to purchase two storage cabinets for flammable liquids.

CC: Mark Lynch, Facilities Manager  
Nancy Herholdt, Commissioner



THE WEST VIRGINIA DIVISION OF CULTURE AND HISTORY  
 1900 Kanawha Boulevard East  
 Charleston, West Virginia 25305-0300  
 Phone: 304-558-0220  
 Fax: 304-558-2779

**LETTER: NOTICE OF COMPLIANCE**

DATE: 9/4/02

TO: Office of the State Fire Marshall  
 1207 Quarrier St.  
 Charleston, WV 25301

REFERENCE:  
 Fire Safety Inspection Report  
 INSPECTION DATE:  
 07/08/02  
 INSPECTING FIRE MARSHALL:  
 Rudy L. Raynes

THIS LETTER IS TO PROVIDE NOTICE THAT THE ITEMS LISTED BELOW AND REFERENCED TO THE FIRE SAFETY INSPECTION REPORT DATED JULY 8, 2002 HAVE BEEN ADDRESSED AND ARE NOW IN COMPLIANCE WITH STATE FIRE CODE AND N.F.P.A. 101 CODE CITATIONS PER INSPECTING FIRE MARSHALL'S REQUIREMENTS.

| Item # | Report Page Number | Section Number | Deficiency Description                  | Date Corrected |
|--------|--------------------|----------------|---|----------------|
| 1      | 4                  | 18,b)          | REMOVE YELLOW WIRE DOWN TO DUSE TO DOWN | 9/3/02         |
| 2      |                    |                |   |                |
| 3      |                    |                |   |                |
| 4      |                    |                |   |                |
| 5      |                    |                |   |                |
| 6      |                    |                |   |                |

Comments:

WIRING ENCASED IN METAL CONDUIT, PENETRATIONS SEALED WITH FIRE STOP

I certify that I have personally inspected the area cited as deficient in the inspection report and have verified, to the best of my knowledge, that the item listed above is now in compliance.

SIGNED  
  
 MARK W. RAYNES

E:\My Documents\Back Forms\Compliance FIRE marshal.wj4



