

Institutional Archives

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Agenda

- Institutional Archives
- Getting Started
- Records Management



Institutional Archives

- Records created or received by its parent institution.
- College and university archives
- Government archives – city, county, state, federal
- Corporate archives
- Museum archives



Objectives of Institutional Archives

- Preserve memory
- Provide accountability
- Support mission-critical activities

Institutional Archivists

- Assess the administrative, legal, and historical value of their organization's records
- Utilize and manage their institution's archives as an organizational resource

Museum Archival Collections

Institutional Archives

- Created in the course of daily operation
- Internal

Collected Archives

- Collected according to a collections policy
- External



Institutional Archives

“A museum's archives identifies, preserves and administers records of long-term and permanent administrative, legal, fiscal, and research value not in current use. Records may be in any form—including, but not limited to, paper, electronic, photographic, and magnetic media.”

~SAA Museum Archives Guidelines

Starting an Institutional Archives

- Mission Statement
 - What is the mission of your museum?
 - What is the scope of collections?



Institutional Archives

“The collections available for study in the J. Paul Getty Trust Institutional Archives document the Getty's activities as an international cultural and philanthropic organization dedicated to the visual arts. They feature selected institutional records created by past and current administrative and programmatic units of the Trust, including the J. Paul Getty Museum, the Conservation Institute, the Education Institute, the Information Institute, the Leadership Institute, the Research Institute, and the Getty Foundation.

The collections also include documentation related to building the Getty Center and the Villa Museum, information about exhibitions, and audio-video recordings of Getty-sponsored educational programs such as symposia, conferences, and lectures.”

Starting an Institutional Archives

- Mission Statement
- Does your museum have a permanent collection?
- If your museum has a permanent collection, what types of objects are in that collection?
- What is the museum's organizational structure?



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Starting an Institutional Archives

- What are the activities of your museum (e.g. collection, conservation, education, outreach, traveling exhibits)?
- What kinds of records are generated as a result of those activities?



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Museum Archives

Activities

- Administration
- Collections
- Exhibitions

Records

- Budgets, correspondence, memos, reports, publications, etc.
- Donor files, accession records, conservation records, etc.
- Loan records, etc.

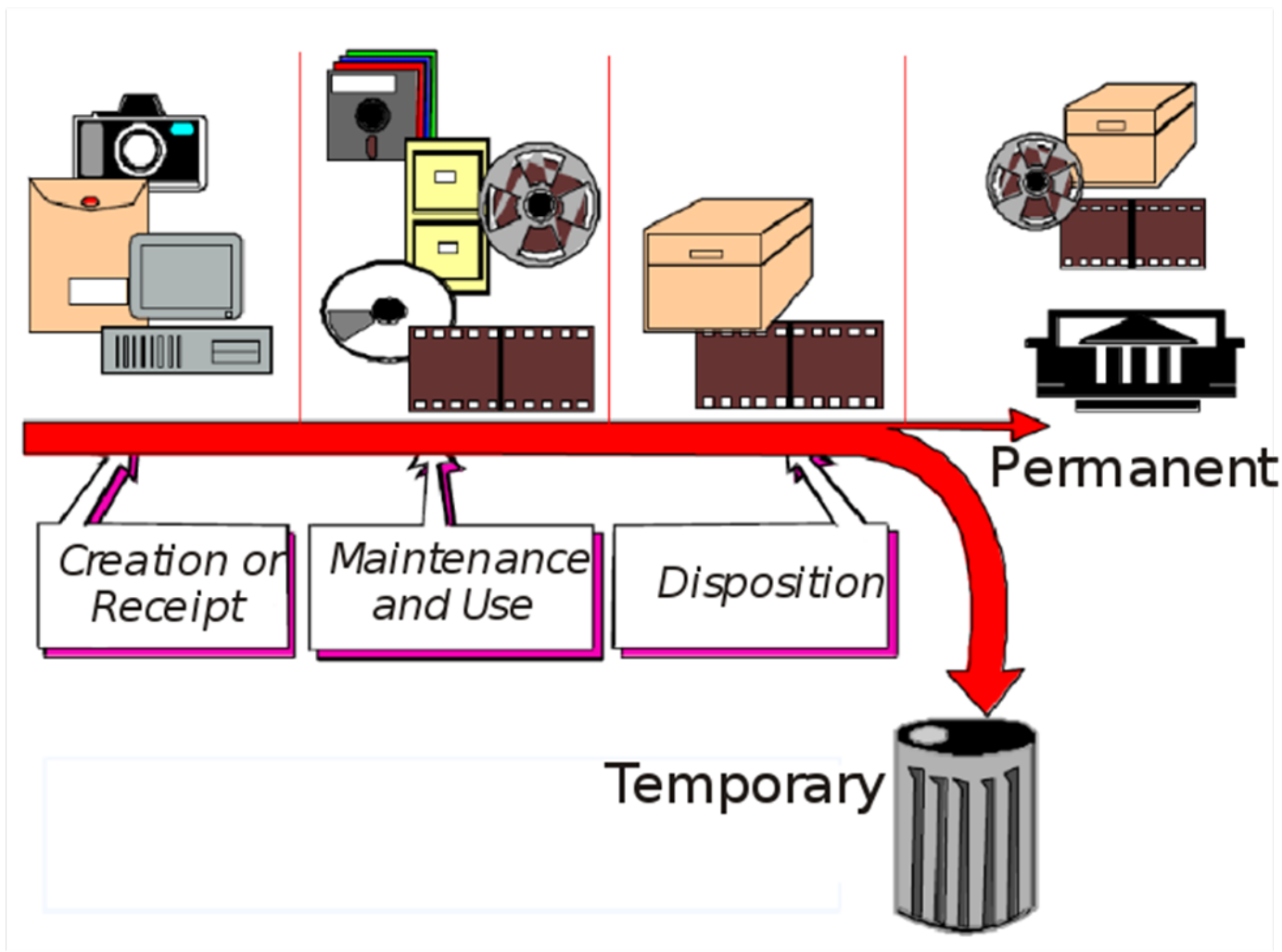
Museum Archives Resources

- Society of American Archivists –
www.archivists.org
- Society of Southwest Archivists -
<http://www.southwestarchivists.org/>
- The Academy of Certified Archivists -
<http://www.certifiedarchivists.org/>

Records management

- The creation, retention, and scheduled destruction of an organization's records regardless of format.
- The practice of identifying, classifying, archiving, preserving, and destroying records.

Museum Archives & Records Management



Records Life-Cycle

- Creation or receipt of information in the form of records,
- Classification of the records or their information in some logical system,
- Maintenance and use of the records, and
- Disposition through destruction or transfer to an archives.

Archival Phase

- Selection/acquisition of the records by an archives,
- Description of the records in inventories, finding aids, and the like,
- Preservation of the records or, perhaps, the information in the records, and
- Reference and use of the information by researchers and scholars.

Why records management?



- Prevent loss of information
- Provide logical storage to ease information retrieval
- Establish an authorized destruction process for information that is no longer necessary
- Reduce congestion in offices and filing cabinets

Records Management

- Defines a system for organizing and filing records
- Identifies clearly who is responsible for maintaining the records
- Provides a systematic method for retention or destruction of records
- Ensures compliance with applicable laws

Records Management - Steps

- Identify information needs
- Develop records retention policies, or schedules
- Create a storage plan based on retention schedule
- Acquire, classify, and store records
- Arrange for access to records
- Execute the schedule for retention and destruction as appropriate

Records Management Resources

- ARMA International -
<http://www.arma.org/index.cfm>
- Institute of Certified Records Managers -
<http://www.icrm.org/>
- Records Management Roundtable, SAA -
<http://www2.archivists.org/groups/records-management-roundtable>

Museum Archives and Records Management Resources

- Museum Archives: An Introduction edited by Deborah Wythe
- Archival Fundamental Series II, Society of American Archivists