Museum Archivist

2009 Annual Meeting Recap

The annual meeting of the Museum Archives Section was held on August 13, 2009 in Austin, Texas. The highlight of the meeting was the election of three new Steering Committee Members: Francine Snyder and Susie Anderson were chosen as Co-Chairs-Elect, and Joe Ciccone was elected Newsletter Editor.

Apropos of elections, the Section discussed the changes to Section and Roundtable governance policies and procedures that SAA Council was proposing. One change strongly encouraged sections and roundtables to conduct electronic elections for upcoming election cycles, which SAA would manage with its online election system. This would allow the entire Section

membership (over 900 people) to vote for Section leaders, instead of just those who were able to travel to the SAA annual conferences. Additionally, the Section's incoming Council representative, Deborra Richardson, pointed out that the new guidelines would ask sections to elect their leaders every year (and would forbid them from serving more than three consecutive terms). As a result, the Section decided that from now on it would hold yearly elections for these positions. Section Chair Leilani Dawson noted that she would draft proposed revisions to the bylaws to reflect these decisions.

Deborra Richardson also updated the Section on Council's other recent activities. One item of special note was

information on the newly-formed Working Group on Cultural Property, which Council charged to examine issues regarding collections containing cultural-sensitive materials. Deborra encouraged people with expertise in this area to let Council know if they are interested in participating in the new group. Additionally, Deborra noted that Council would like feedback from the American Association of Museums regarding its progress and/or attitudes towards a statement on access. (AAM originally was invited to work on the ALA/SAA Joint Statement on Access, but it declined); people with knowledge of or interest in this area can direct their feedback to either Deborra or to Susan Malbin, the co-chair of the Joint Committee on Archives, Libraries, and Museums.

Implementing Skills Based ERM in the Public Museum Environment

By Courtney Yevich, VMFA Archivist and Assistant Fine Arts Librarian, Virginia Museum of Fine Arts

(This paper was given at the 2009 SAA conference in Austin at a session sponsored by the Museum Archives Section.)

Over the past six years working at the Virginia Museum of Fine Arts, I've adapted my vision of myself as an archivist. Instead of being the "doer" in my archives – doing everything from accessioning to reference – I have become a "user" – using people at my institution to do my work with and for me. I strive to continually find ways to direct other

non-archivists at my institution on how best to complete or collaborate on archival work.

As a state agency, we are mandated to implement a successful records management program, which is an absolute blessing in disguise for me, and it's through the management of current records that I most successfully network, collaborate, and work with all of the museum staff. As part of my "user" philosophy, I have attempted to impart to our staff the knowledge and

What is a public record, and why do you need to care?
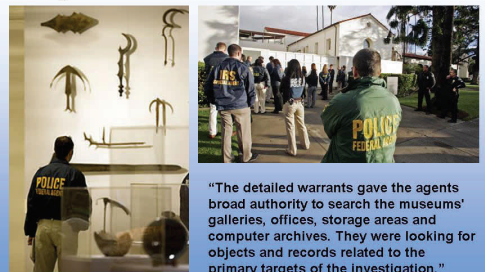
"The detailed warrants gave the agents broad authority to search the museums' galleries, offices, storage areas and computer archives. They were looking for objects and records related to the primary targets of the investigation."
Los Angeles Times, January 25, 2008

Sample slide from the "Managing Electronic Records" class I taught.

skill set needed to effectively manage their own electronic records. I primarily teach them good electronic record-keeping skills, but my training is based upon a fundamental understanding of

From the Chair

Dear Section Members,

Welcome to the re-launch of *Museum Archivist*! My heartfelt thanks to the Museum Archives Section steering committee—and especially Newsletter Editor Joe Ciccone—for corralling content for this and future newsletters.

I'm hoping that the re-launch of the newsletter is just the first sign of a revitalized Section. We have a number of initiatives planned for the spring and summer. In this issue you'll find draft language for a revision of the Section's by-laws; be sure to take a look at the proposed changes. In the spring we'll be sending out a survey to membership asking you what direction(s) you want from the Section, what its mission should be, and what goals and activities it should pursue. Please consider this a teaser and start thinking about these topics; the feedback from the survey will be used to direct (and, we hope, increase) future projects and programs. Finally, we've also started lining up ideas for the Section business meeting and working group at this year's joint SAA/COSA/NAGARA annual conference. The working group is shaping up to have as its topic the long-discussed MAS resource guide, possibly some sort of wiki and/or file sharing repository. I'm hoping the upcoming survey will give us good leads for the kinds of materials, documents, and information the guide should have as content.

The more input we get, the more we can be sure that the Section is serving its members' needs. I'm looking forward to your comments!

- Leilani Dawson, Chair

A (Possibly) New Museum Archive Working Group

At the Museum Archives section meeting at SAA in August 2009, there was discussion on reestablishing of a Museum Archives Working Group. Topics included: formalized resource sharing, records management for Museums, and artifact in the archives.

What are you interested in discussing? What topics would make you want to join a working group? An email will go out to the listserv a few months before the SAA Annual Meeting to gather ideas and suggestions. If enough interest is gathered, a working group meeting will be scheduled.

As a Museum Archivist, where should we explore? What do we need? Let's make it a working group reality.

Questions? Contact Francine Snyder at francine.snyder@guggenheim.org

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Annual Meeting *(Continued from page 1)*

As a follow up to Council's call for sections and roundtables to consider what they, their members, and their members' repositories are doing in the areas of SAA's three strategic priorities (advocacy, technology, and diversity), the Section discussed what museum archives are doing to advocate for archives. The statement "Archives Begins Where You Are" was also discussed, along with its implication that outreach to museum colleagues (and outside stakeholders) and other advocacy efforts are not just Archives Month activities. Nevertheless, it was agreed that Archives Month—with its strong support from SAA—was a good place to get museums and museum visitors focused on museum archives; one member suggested that museum archivists publish a posting featuring the archives on the museum's blog in October, if their institution has a blog.

This discussion segued into one regarding the technological tools available at museums. Just under half of the attendees reported that their museums had blogs, and it was suggested that the Section either provide a portal for these museum blogs on its website or have an upcoming newsletter article featuring blogs and blogging. Wikipedia was also suggested as a place to provide links to museum archives blogs; or at least that museum archivists update their museums' entries to include information about the museum archives. It was noted that although Wikipedia has an entry for 'archives' in general, it does not have one specific to museum archives.

As always, session ideas for the next year's conference also made for lively conversation topics. Two that stood out were Francine Snyder's suggestion for a session on project management and long-term vision

for archives – especially those with small staffs – and Susan von Sahlis's proposal for a session on documenting change at institutions (prompted by the fact that the Harvard Art Museum is leaving its historic Fogg building, which is being gutted and repurposed). Each was noted for being relevant to archivists outside of museum settings, as well as to other non-archivist colleagues within our institutions, good selling points for the 2010 conference, which is a joint meeting between SAA, COSA, and NAGARA.

Finally, the meeting ended with everyone's announcements. See the News and Notes section of this newsletter for more, and more current updates on what fellow museum archivists are doing!

To read the meeting minutes in full, please visit the Section website at: http://www.archivists.org/saagroups/museum/minutes.htm

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Yevich *(Continued from page 1)*

records and the recordkeeping responsibilities of state employees.

In 2006, our Governor passed several records management initiatives. The task of educating the staff about these changes gave me the perfect opportunity to teach general records management skills and knowledge on an agency-wide scale and to really begin the process of actually managing our electronic records on a consistent and effective level, rather than just talking about it, however I realized that I was faced with several key challenges. The first was that I'm a lone arranger and really only a part-time archivist, since I am also the Assistant Librarian. The second challenge was that at the time, the state library and archives did not have an electronic records management training program for state agencies to adapt for their own use, and over the years I had come to rely upon their records management

products as I was running a program with extremely limited resources. The third challenge was funding, or complete lack thereof. The state had recently entered into an open procurement contract for an electronic document management system, but we did not have, and will not have, funding for such an expensive solution. Rapidly changing technologies, however, offer a compelling reason for why my choice to go with a non-technical solution should continue to serve my institution well into the future.

While I did have several challenges to meet, I also had a number of assets on my side. The first was that as an archivist at a state agency, I was forced to develop this program in response to changing legislation – legislation that in turn was responding to important societal shifts and changes. The reality is that I knew electronic records management was a problem at our institution, but the overwhelming task of trying to tackle it had been enough to keep me from
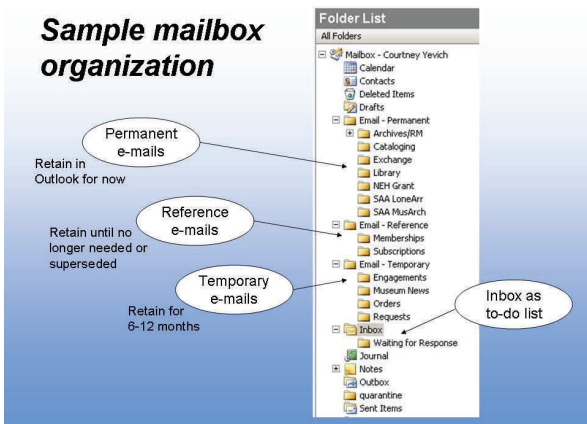
doing anything about it. The second asset was actually the tension that has existed for years between the creation and maintenance of collections-related information, and the creation and maintenance of business information. Trying to enforce retention schedules for non-business information had always been a challenge for me, but I realized that if I used a more distributed model of applying retention statements, the logic behind such decisions would become more transparent to staff and therefore easier for them to follow.

The third asset was our institutional approach to access to our documents. We are a publicly owned museum, so our access policies are based on the content of the information, not its age, unlike many other privately owned museums. Therefore, our staff had been well versed in the concept of content-specific access, which gave them less of a

learning curve when it came to understanding how to determine the differences between public and non-public records based upon the actual information contained within an electronic document.

Sample mailbox organization

Permanent e-mails

Retain in Outlook for now

Reference e-mails

Retain until no longer needed or superseded

Temporary e-mails

Retain for 6-12 months

Inbox as to-do list

Sample slide from the "Managing Electronic Records Management" course I taught.

My biggest asset of all though, was, and continues to be, my trust in our staff. Even though I remind them that I am here to train them and counsel them, our staff needs to really understand that the job will be theirs alone, and I need to trust them to either sink or swim. My guess is that many archivists would have a hard time with this idea, yet days or weeks later, many people come and find me to let me know that they followed my advice and cleaned up their inboxes, archived their mail, and/or created subject and date folders for electronic records.

All of the challenges and assets outlined above are what led me to the conclusion that an integrated knowledge and skill set training for our staff was the answer. An expensive, top-down, technological product managed by a half-time archivist would not solve any problems; it would just migrate poor record-keeping practices into a new system.

The truth is that the knowledge and skill set that I teach our staff is not very advanced, nor should it be in

my opinion, because for many institutions similar to mine, electronic records management is not about technology. I rely on our IT department to be the expert in that arena. I am not a computer expert, and have never had any formal IT training. Everything I've learned about records management and electronic records management in particular is partly from state or regional continuing education opportunities but much more from working at my agency for six years. My electronic records solution was prompted by state regulations, but it was based on our staff, their abilities, and our IT capabilities both now and in the future; it was not based upon any pre-existing program at another institution, or learned in any one classroom.

So what knowledge do I actually share? What skills do I actually teach? I help our staff become aware of and understand the Virginia Public Records Act, and the Virginia Freedom of Information Act. We talk
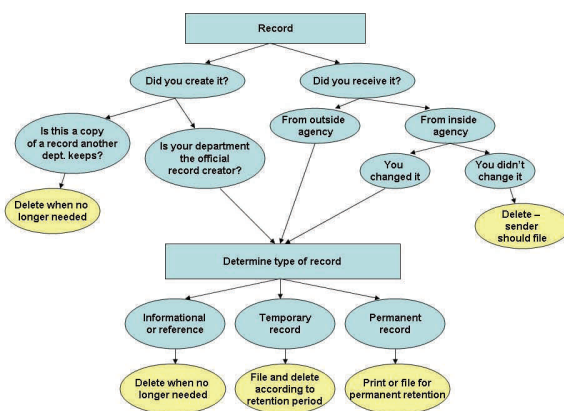
Records flowchart I created for staffers to keep at their desks.

about employee responsibilities for handling public records. They learn how to distinguish between public records and non-public records. They learn how to read retention schedules and use a flowchart to help determine record types.

We discuss the process for destroying public records, in both paper and electronic format, and in a timely fashion. We go over good electronic recordkeeping practices, including file naming tips, and storage media options. Finally, they spend a great deal of time learning about email management, including mailbox organization and archiving options.

The most unexpected outcome since implementing these training sessions is that I am now participating in the high-level administrative conversations about electronic recordkeeping at the agency level, including information policy, intellectual property, and technological solutions for information sharing, storage and management. I now have a seat at the big table when it comes to discussing these issues, which is a really positive step.

Several months ago, we implemented our agency's first intranet. It has already proven to be a wonderful collaborative tool and I'm thrilled because it transparently integrates many electronic recordkeeping functions into staff workflow – versioning, archiving, auditing, etc. At the outset, that may seem like a purely technological solution to the problem of redundant information systems and processes. However, as much work as the software performs on its own, there is still an extremely important layer of knowledge and skills that must be applied at the human level, including permissions and security levels as well as generally which content to post and where. I know that our staff will be utilizing the tools I taught them to make these important decisions, and I know they will pass the test with flying colors.

Proposed Bylaw Revisions

Justification:

In light of Council's updates to the section and roundtable governance procedures, the Museum Archives Section Steering Committee has drafted revisions to Articles 4 and 5 of the Section's bylaws (dealing with Section officers and business, respectively). The changes will bring the Section's election procedures into compliance with SAA Council's revised rules for Sections by electing a vice chair/ chair-elect every year instead of every other year. Also, elections for Section officers will use SAA's electronic voting system instead of being conducted at the business meeting each year. As indicated by the current bylaws, the proposed revisions will be published for review by the Section's membership in the January and June newsletters and then voted upon at the Section business meeting at the 2010 SAA conference. (Also see: http://www.archivists.org/governance/handbook/section9.asp, especially part VIII – Governance, for more detail on current SAA guidelines for section governance.)

Part of the reason to move away from holding elections at the annual meeting and instead elect officers via electronic ballots (with results announced at the annual meeting) is to let the entire Section membership participate in elections, regardless of whether or not they are able to attend the annual conference. It seems that this logic should apply to bylaws amendments as well, and so by the time the newsletter has been published the Steering Committee will have asked Council to place the issue (of whether or not the holding these sorts of votes electronically in conjunction with annual officer elections is feasible) on the agenda for its February meeting. If it is possible then we will also be proposing a second set of revisions, to Article 8 of the MAS bylaws (on amendments).

Proposed Revisions (proposed additions in [brackets], proposed deletions underlined):

Bylaws of the Museum Archives Section

Society of American Archivists
As revised, September 8, 1995

Article 1. Name.

The name of this section shall be the Museum Archives Section of the Society of the American Archivists (SAA), hereinafter referred to as the Section.

Article 2. Objectives.

The Section will provide a forum for dialogue on any issue or event relating to museum archives; promote the interests of museum archivists with SAA through annual meetings, publications, and a newsletter; and informally disseminate knowledge to those concerned with museum institutional records, personal papers, and special collections.

Article 3. Membership.

Membership is open to any SAA member who elects to join the Section.

Article 4. Officers.

A. The Section shall be guided by[a Steering Committee consisting of] a Chair, Chair-elect, Recording Secretary, and an Editor.

B. Terms of Office.

1. Only members of the Section may serve as officers. [Positions may be held by either an individual or two members who will have joint responsibility, i.e. co-chairs or co-editors.]

2. All <u>other</u> officers shall serve a term of [one year] <u>two years</u>. The Chair-elect shall serve a term of one year, and then shall succeed the Chair[, for a total of a two year term].

3. Except for the Chair and the Chair-elect, all other officers may succeed themselves[indefinitely]. [The Chair and Chair-elect may not serve for more than two consecutive years.]

4. <u>The Chair, Chair-elect, and Recording Secretary,</u>[All officers] shall assume office at the close of the annual Section meeting in which they are elected, and<u>, except for the Chair-elect,</u> shall serve until their successors have taken office.

5. <u>The Editor shall be appointed by the Chair.</u>

C. Nomination [and Elections].

[1. The Section shall conduct annual elections via an online ballot system provided by SAA staff.]

[2]<u>1.</u> Nominations for [all officers] <u>Chair-elect</u> shall [be issued ten weeks prior to the Annual SAA Conference]<u>occur one year after the Chair has been in office.</u>

<u>2. Nominations for the Recording Secretary will be held at the annual meeting of the Section after the Recording Secretary has been in office for two years.</u>

3. Nominations may be made by any Section member, including officers.

4. The nominee must give her/his consent to be eligible for election to office, either in writing<u>, which is to be read at the meeting,</u> or orally.

[5. Online ballots containing basic ballot information shall be prepared by SAA staff and made accessible during the first week of July and shall remain open for at least two weeks.]

[6. Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.]

D. Vacancies in Office.

1. Chair.

In the case of vacancy in the office of the Chair, the Chair-elect<u>, when in office,</u> shall assume the duties of the Chair. The Chair-elect completes the vacancy and then takes on the regular [one]<u>two</u> year term. <u>When</u>[If] no Chair-elect is in office, the Recording Secretary shall assume the office and duties of the Chair, and shall appoint someone to carry out the duties of the Recording Secretary until a Chair is elected<u>. Election of a new Chair shall, in that case, occur at the next annual meeting of the Section.</u>

2. Chair-elect.

In the case of vacancy in the office of the Chair-elect, the office will remain vacant [until the next annual election of Section officers]<u>. Election of a Chair shall occur at the next annual meeting of the Section. The election of a new Chair-elect will not occur until the annual meeting following one year in office by the Chair.</u>

3. Recording Secretary.

In the case of vacancy in the office of the Recording Secretary, the Chair shall appoint a member of the Section to take over the duties until the next [yearly Section election]<u>Section meeting, at which time election of a Recording Secretary will occur.</u>

Bylaws *(Continued from page 6)*

4. Editor.

In the case of vacancy of the office of the Editor, the Assistant Editor [if there is one,] will assume duties of the office until the Chair appoints a new Editor. In the absence of an Assistant Editor, the Chair will appoint an Acting Editor, who will carry out the duties of the office until a new Editor is [elected]appointed.

E. Duties of the Officers.

1. Chair.

The Chair shall preside over Section meetings and shall direct the Section's activities. The Chair will[may] appoint a Membership Coordinator, Committee Chairs and Liaisons; is responsible for all communications and submissions to SAA Council and the SAA Executive Office, either directly, or through delegation, after conferring with Section officers and Section members, as needed, for appropriate action.

2. Chair-elect.

The Chair-elect shall have no specific duties, but rather will be assigned tasks by the Chair.

3. Recording Secretary.

The Recording Secretary shall record the proceedings of the annual meeting, and perform such other duties as may be assigned by the Chair. Minutes of the meeting will be provided to the [Steering Committee]Chair, and a copy [or summary]shall be published in the Section newsletter in the first issue following the meeting.

4. Editor.

The Editor is responsible for preparing, reviewing, and publishing the Section newsletter twice a year. At the Chair's discretion, the newsletter will be reviewed by others before publication. In consultation with the [Steering Committee]Chair, additional issues may be published. The Editor [may choose to]shall appoint an Assistant Editor, and regional editors as needed. The Editor [shall coordinate with the Section's Website Coordinator to publish the newsletter on the Section's website]selects the mode for production of the newsletter, with SAA being one option.

Article 5. Business.

A. Meeting Times.

The Section shall meet at least once a year at the time of the annual meeting of the Society of American Archivists. The time of and agenda for this meeting shall be announced in the newsletter immediately preceding the meeting.

B. Other Meetings.

Additional Section meetings may be scheduled during the annual meeting of the Society of American Archivists. Such meetings shall be announced in the newsletter preceding the annual meeting or before the end of the annual Section meeting.

C. Voting.

All decisions of the Section [other than election of officers]shall be determined by a majority of members voting at any meeting. All officers except the Chair may vote. The Chair votes only to break a tie. Where there is no majority vote, [the issue shall be re-discussed and a second ballot shall be held] particularly in the case where more than two members are up for election for a given office, selection shall be made through a second ballot between the two members who received the most votes on the first ballot.

Bylaws *(Continued from page 7)*

Article 6. Committees.

The Chair may appoint or dissolve committees as needed. Each committee shall have a written charge and a specified period of service. Committees shall report on their activities at annual Section meetings.

Article 7. Parliamentary Authority.

Robert's Rules of Order, latest edition, shall govern the proceedings of the Section, except as otherwise provided for in these bylaws, or in the constitution, bylaws, or special rules of the Society of American Archivists.

Article 8. Amendments to the Bylaws.

A. Notice and form.

1. An amendment to these bylaws may be proposed by any Section member.

2. Amendments must be submitted in writing to the Section [Steering Committee]Chair, with a copy to the Editor.

3. The proposed amendments shall be published in the next two newsletters. If the annual meeting is held before publication in the second newsletter, discussion at the annual Section meeting shall take the place of publication in the second newsletter.

B. Adoption of Amendments.

1. After the appropriate notice has been given, amendments shall be voted on at the annual Section meeting.

Article 9. Dissolution.

This Section, noting failing interest or lack of accomplishment of its objectives, may vote to dissolve.

News & Notes

Cranbrook Archives Launches Digital Image Project

The Cranbrook Archives (Bloomfield Hills, Michigan) has launched an exciting project to manage its digital collections and improve access to the public through the use of CONTENTdm.

The project began following an IMLS-funded grant to inventory and catalog the contents of Cranbrook House – home of Cranbrook founders George and Ellen Booth. During the two-year grant, images were taken of the artwork and furnishings, and related correspondence, receipts, and inventories were collected. As the epicenter of Cranbrook history, the place where its story began, the materials gathered at Cranbrook House were ideal to initiate a project to share Cranbrook with the world via the Internet.

The digital images, along with metadata collected from the research, were uploaded into CONTENTdm to create the Cranbrook House and Garden Collection. This searchable collection will assist docents in their interpretation of the house, as well as researchers interested in Cranbrook's cultural properties.

Cranbrook Archives is home to thousands of photographic images, oral histories, audio-visual materials, manuscript records, and over 22,000 architectural drawings. Additional digital collections have been and will continue to be added as a way to provide centralized and standards-based storage of digital assets and will be available to researchers worldwide. For more information on this project, visit www.cranbrook.edu/archives.

Cranbrook House and West Terrace, ca. 1940

Dallas Museum of Art Hires Digital Archivist

The Dallas Museum of Art is pleased to announce that Hillary Bober, CA was hired in August as Digital Archivist. Hillary received an MLIS from the University of Pittsburgh and comes to the DMA after seven years as Assistant Archivist at the Cleveland Museum of Art. Hillary will be undertaking many new initiatives including making exhibition installation images available on the DMA website; establishing a records management program for the museum; and moving the 1200 cubic foot collection to a newly renovated storage/office/research space that will increase the storage capacity by 366% over the current archives space. The archives renovation is part of DMA's Museum Storage Improvement Master Plan funded in part by a grant from the National Endowment for the Humanities.

The DMA Archives has completed the conversion of over 600 analog audio and video assets to digital format as part of an Institute of Museum and Library Services National Leadership Grant. These resources, which include museum lectures, programs, and oral histories, will also be available on the DMA website. Hillary is also supervising an intern who is processing the papers of John and Nora Wise, art dealers who specialized in Pre-Columbian Art. This special collection was donated to the museum in 1986.

Gold objects at John Wise, Ltd., from the John and Nora Wise Papers.

New Exhibition at the Norman Rockwell Museum

Beginning on January 16th, the Norman Rockwell Museum (Stockbridge, Massachusetts) will open "To Rockwell, With Love: Fan Mail and *The Saturday Evening Post*."

Visitors can step back in time to explore Rockwell's imagery for *The Saturday Evening Post*, which prompted an outpouring of reader reaction during the artist's forty-seven year tenure with the magazine. Shifting American values, reform and the New Deal, World War II and the rise of national identity, the Baby Boom and the rise of the middle class, and the politicization of the American populace are some of the themes that brought to life in this engaging and informative installation organized by Archivist Jessika Drmacich. Fan correspondence received by Rockwell himself, archival photographs, and the original *Saturday Evening Post* tearsheets that inspired such lively public response will be on view.

The exhibit is scheduled to run through May 16, 2010.

For more information please go to the Norman Rockwell Museum's website: http://www.nrm.org or http://www.nrm.org/2009/10/to-rockwell-with-love-fan-mail-and-the-saturday-evening-post/

Norman Rockwell signing letters, undated.

Rock Art Digital Image Archives at Edge of the Cedars State Park Museum in Southeastern Utah

The Earthwatch/BLM Rock Art Project digital image archives are available for research at Edge of the Cedars State Park Museum in Blanding, UT. The collection features more than 1,500 digital images of southeastern Utah rock art. The digitization project was funded through a grant awarded in 2008 from the Utah State Historical Records Advisory Board, as part of the Regional Repository Training and Development—Preserving Utah's Historical Documents program. The searchable digital image collection became available in August 2009 through a computer terminal in the museum library.

The Earthwatch/BLM rock art survey was conducted from 1993 to 2001 as a cooperative effort of the Earthwatch Institute and the Bureau of Land Management–San Juan Resource Area, Utah.

The museum's digital archives represent about half of the sites that were documented. The museum houses the

Rock drawing from alcove site, Montezuma Creek, San Juan County, Utah.

complete collection of original project records including approximately 3,000 original drawings, 11,000 color slides, and 5,000 photographic prints, negatives, and transparencies.

"The Earthwatch/BLM Rock Art Project archives constitute the largest and best-documented collection of prehistoric and ethnographic rock art images for southeast Utah," said Deborah Westfall, the museum's curator of collections. "It is a significant resource for comparative archaeological research, museum exhibits, public education, and public land management."

Edge of the Cedars Museum is located at 660 West 400 North, Blanding, UT. Please call the museum at 435-678-2238 for more information.

Guggenheim Archives Awarded NHPRC Advanced Processing Grant

In June 2009, the Solomon R. Guggenheim Museum Archives was awarded a 2-year grant from the National Historical Publications and Records Commission (NHPRC). The project provides funding the arrangement, description, and select digitization of five archives collections that address the administrative and exhibition history of the first 50 years of the Solomon R. Guggenheim Museum. The collections included are: Hilla Rebay records (1939–52); James Johnson Sweeney records (1952–60); Thomas M. Messer records (1961–87); Exhibition records (1939–87); and Reel to Reel collection (1952–90).
More information on the project and collections can be found at: http://www.guggenheim.org/new-york/collections/library-and-archives/nhprc-grant

Office workers moving into the Monitor building, ca. 1959. James Johnson Sweeney records. A0001. Solomon R. Guggenheim Museum Archives, New York"