

GUGGENHEIM

Proposed Standard Series for Administrative/Curatorial Records

I. Governance

[Includes Board of Trustees records, by-laws, charter, mission, etc.]

II. Administration

- a. Administrative (General)
 - b. Development
 - c. Education
 - d. Finance
 - e. Human Resources
 - f. Legal
- [Arrange subseries by department]

III. Exhibitions and Objects

- a. Exhibitions
- b. Loans
- c. Permanent Collection

IV. Research

V. Personal

SAA Museum Archives Section Working Group Example