

# The Children's Museum Procedures Manual

**RESPONSIBLE DEPARTMENT:** Collections

**SUBJECT:** Archives Policy Statement

**EFFECTIVE DATE:** June 1, 2005

**PERSON TO CONTACT:** Registrar/Archivist

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The museum's Archives preserve and make available to staff, volunteers, board members, Guild and outside researchers the historical record of the activities of the museum. This includes records of TCM offices and papers of TCM staff reflecting their professional activities. The records may occur in many forms, including but not limited to: correspondence files of offices and individuals; photographs, slides and negatives; audio/visual recordings; and machine-readable records.

Preservation of the Archives is the joint responsibility of the Registrar/Archivist, Chief Registrar, Director of Collections and executive administrators. Always consult the Registrar/Archivist when records are to be discarded in order to ensure conformity with the law and museum policy, and preservation of the historical record. The Registrar/Archivist also provides for temporary storage of non-archival records that must be retained for legal or fiscal reasons. Once items are deposited in the Archives, they become the property of the Archives and under the control of the Registrar/Archivist.

## The Children's Museum Procedures Manual

**RESPONSIBLE DEPARTMENT:** Collections

**SUBJECT:** Archives: Deposit of departmental or personal files

**EFFECTIVE DATE:** June 1, 2005

**PERSON TO CONTACT:** Registrar/Archivist

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- A. The deposit of departmental or personal files that are relevant to the institutional memory of the operation of the museum, its exhibits and/or its programs is **STRONGLY** recommended.
- B. When depositing such materials, please observe the following procedure:
1. Sort the files and remove any duplicate documents. Please contact the Registrar/Archivist for assistance or advice concerning what materials to keep or discard.
  2. Put the files into a standard records storage box. Please do not overload the box. Also make sure to have a proper lid for the box.
  3. Make sure that the folders or boxes are labeled in a way that truly reflects their contents. Proper labeling will result in easier searching and retrieval. Please include the following information on the box:
    - A. Brief description of the contents
    - B. Calendar year of the contents
    - C. Date for destruction (only applicable for certain Accounting, Human Resources and Protection Department documents)
    - D. Depositing department/individual
  4. Notify the Registrar/Archivist that the records are ready for deposit in the Archives. You may either send an e-mail to ARCHIVES or contact the Registrar/Archivist by phone. The Archives is generally available Monday-Friday 9-5.
  5. When the items are brought to the Archives, the depositor will specify the access to the files on the deposit form. Retention dates will also be established. The deposit form may be found on Knet under Collections Procedures.

## The Children's Museum Procedures Manual

**RESPONSIBLE DEPARTMENT:** Collections

**SUBJECT:** Archives: Requesting departmental or personal files

**EFFECTIVE DATE:** June 1, 2005

**PERSON TO CONTACT:** Registrar/Archivist

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- A. The holding of departmental or personal files relevant to the institutional memory of the operation of the museum and its past exhibits and programs are for future reference and planning.
- B. When requesting items from the Archives, please contact the Registrar/Archivist to set an appointment to look at the files. You may either send an e-mail to ARCHIVES or contact the Registrar/Archivist by phone. The Archives is generally available Monday-Friday 9-5.
- C. Archival items must remain in the Archives. There is ample work space and a copier in the department.
- D. Certain records have restricted access, i.e. Human Resources files, Protection documents and Accounting information, such as payroll.

## The Children's Museum Procedures Manual

**RESPONSIBLE DEPARTMENT:** Collections

**SUBJECT:** Archives: Deposit of photographs and slides

**EFFECTIVE DATE:** June 1, 2005

**PERSON TO CONTACT:** Registrar/Archivist

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- A. The deposit of photographs and slides that are relevant to the institutional memory of the operation of the museum, its exhibits and/or its programs are **STRONGLY** recommended.
- B. When depositing such materials, please observe the following procedure:
  1. Sort the photographs and remove any duplicates. Please contact the Registrar/Archivist for assistance or advice concerning what photographs to keep or discard.
  2. Put the photographs into a standard records storage box (or put the slides into sleeves). Please do not overload the box.
  3. Make sure that the photographs, sleeves or boxes are labeled in a way that truly reflects their contents. Proper labeling will result in easier searching and retrieval. Please write the following information on a separate sheet of paper and include it with the deposited image(s):
    - A. Subject
    - B. Date taken
    - C. Names of people in the photograph(s)
    - D. Restriction on usage (if applicable)
    - E. Credit line required (if applicable)
  4. Notify the Registrar/Archivist that the photographs/slides are ready for deposit in the Archives. You may either send an e-mail to ARCHIVES or contact the Registrar/Archivist by phone. The Archives is generally available Monday-Friday 9-5.

## The Children's Museum Procedures Manual

**RESPONSIBLE DEPARTMENT:** Collections

**SUBJECT:** Archives: Requesting photographs/slides

**EFFECTIVE DATE:** June 1, 2005

**PERSON TO CONTACT:** Registrar/Archivist

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- A. The purpose for holding photographs and slides in the Archives is to document the institution, for reference, for specific objects or for future use.
- B. When requesting images from the Archives, please observe the following procedure:
  1. Contact the Registrar/Archivist to set an appointment to view the images. **Please allow 2 weeks processing time per 10 images.** You may either send an e-mail to ARCHIVES or contact the Registrar/Archivist by phone. The Archives is generally available Monday-Friday 9-5.
  2. When requesting images, the Registrar/Archivist may also scan and e-mail the images for your reference.
  3. If the images need to be checked out for an extended period of time, please complete the image request form and return the images promptly when finished to the Archives. The image request/checkout form may be found on KNet under Collections Procedures. You may use this form to request images via e-mail by sending the form as an attachment to ARCHIVES.

## The Children's Museum Procedures Manual

**RESPONSIBLE DEPARTMENT:** Collections

**SUBJECT:** Archives: Desired Materials

**EFFECTIVE DATE:** June 1, 2005

**PERSON TO CONTACT:** Registrar/Archivist

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As an institutional Archives, there are certain documents that we should collect and others that aren't necessary. The desired documents are ones that contribute to the collective memory of the museum. If you have any questions as to whether or not documents should be retained, the Registrar/Archivist should be consulted. Following is a guideline of the documents we would like to retain, although this is not an exhaustive list:

Annual reports  
Board minutes, correspondence and reports  
Committee minutes  
Curatorial files  
Event pamphlets and photographs  
Exhibit records  
Facilities records  
Financial records (retained with utmost confidentiality and security)  
Newsletters  
Organizational charts  
Photographs (public relations, exhibits, etc.)  
President's files  
Publications

From the Society of American Archivists:

“If a museum is to have an identity it must understand its history, and that history is dependent upon the records created by the museum.”